App. F. IX—4

1930 (pts.)

File No. 66-29

Serial Nos. 2

Previous References.

Pts 96-29(1)
" 77-29(1)
" 91-28(1)

Later References.

Pts. 21-32 8-54
63-311 1-24
48-338 (2,3,79)

MYSORE GOVERNMENT SECRETARIAT

Serial Nos.

105

Part B for July 1930

SUBJECT

Recommendations of the Press Committee in regard to Press Establishments.

WD 0142—GPB—50,000—10·6·57

No. G. 14823-80 / 66-29-2 | Dated 27-6-30

To The Superintendent, Govt. Printing.
" Govt. Stationery.
Comptroller, Govt.
Head of Departments.
Deputy Commissioners, Districts.
Secretaries to Govt.
Publicity Officer.
Secretary, Press Committee.

Passed Orders on the Second recommendations of the Press Committee.

App. F. IX-4

Previous References
P+S 76- 29 (1)
77 29 (1)
91- 28 (1)

193 0.
(P+S

File No. 66-29 (Printed.)
Serial Nos. 2

Later References
P+S 21-32 84 4.
" 63-311 + 1-24.
" 48-338 2, 3, 1
" 170-41-1 6.
" 170-41-7-8.
" 41-44 84 112-
" 77-41 85 1m

General and Revenue Secretariat.

Serial Nos. /

Part B for July 1930

SUBJECT

Recommendations of the Press Committee in regard to Press Establishment.

Sl. 2. No. G. 14823-80 Dt. 27. 6. 30.

To The Supdt. Govt. Pty.
" Supdt. Govt. Stationery.
" Comptr to Govt
Heads of Depts
Depy Comrs of Dists
" Secretaries to Govt.
" Publicity officer
" members of the Press Committee

Press prefers the several recommendations of the Press Committee

G. R. S. APP F. III— 1929-30

GENERAL AND REVENUE SECRETARIAT.

P & S)

NOTES.

File No. 66-29

FILE HEADING.

Recommendation of the Press Committee in regard to Press establishment.

FROM

The Secretary to the Press Committee, Bangalore.

No. Dated 29-3-30 Received 4-4-1930.

Diary No. 6109	Enclos.	Spare copies	Serial No.

BRIEF ABSTRACT OF LETTER.

Forwards the Report of the Press Committee appointed to go into the question of rise in the annual expenditure under Government Printing and Stationery and devise measures for steadying the cost of the Government Press and for effecting economies in the matter of consumption of printing materials and stationery articles.

NOTES AND ORDERS.

Of the ten main heads under which the Committee's recommendations and suggestions are classified, it is proposed for the sake of convenience to deal in this fil with the following four items:-

1) Revision of Working Hours.

2) Reduction in Piece Work Rates.

3) Abolition of the Hour Account Sys...

and 4) Revision of Establishment.

NOTES—First Sheet.

WD 01683—GPB—5,000—3-5-29

Serial No.

As regards Item (1), the Committee's proposal is to increase the number of working hours in both the Central Press and the Branch Press from 6 to 8 hours, thereby effecting a reduction in over-time allowances. The reasons urged by the Committee for the increase proposed are quite sound and the proposal is worthy of adoption. The only point that might be urged for consideration in this connection is whether, instead of allowing the day's work to begin at 8 a.m. as proposed by the Committee, it would be desirable to allow it to begin at 9 a.m. as in the case of the Government Press at Madras so that the workmen coming from long distances may have their chota hazri before starting for the day's work.

Coming to Items (II) to (V), the Committee have come to the conclusion that the Piece Work Wages prevailing in the Press are over-liberal and are capable of reduction on a sliding scale of 2 pies, 2½ pies and 3 pies per line composed in lieu of a uniform rate of 3 pies now in force. They also propose the abolition of the Piece Work System in the Machine and the Binding branches and the absorption of the men in these branches on the permanent staff on rate of pay based on their present average earnings. These proposals as well as the proposal to abolish the Hour Account System are expected to result eventually in a reduction of 11 men out of 317 now borne on the Piece Work Establishment and in a saving in

Note—Contn. Sheet

WD 066—GPB—80,000—26-7-29

Serial No.

in cost of about Rs.15,701 per annum.

The only observation that might be made in this connection is that, in calculating the expected saving, the Committee have not taken into account the probable addition to recurring expenditure in the shape of pensionary charges of the men proposed to be taken to the permanent staff. But this need not come in the way of Government approving of the proposals which are calculated to promote efficiency and at the same time lead to economy of cost.

As regards the revision of establishment, it has to be remembered that proposals in this behalf were received from the Superintendent over a year ago, but they were reserved for consideration after receipt of the Committee's recommendations. The proposals as scrutinised in the Secretariat involve an expenditure of Rs.1,875 per annum for the Central Press and Rs.2,604 for the Branch Press. The Committee whole-heartedly advocate the sanctioning of the original proposals of the Superintendent involving an expenditure of Rs.5,175 per annum simultaneously with the introduction of the system of factory hours of work. Whether the original proposals of the Superintendent may be approved or those as scrutinised in the Secretariat is a point for consideration.

The Committee also propose that, in the case of men who are not likely to be benefited by the revi-

Note—Contn. Sheet

WD 066—GPB—30,000—26-7-29

General and Revenue Secretariat | P&S File No. 66 of 1929

Serial No.

revision proposals, small absorbable personal allowances may be granted at a total cost not exceeding Rs.4,000 to be provided out of the savings anticipated. Definite proposals in this behalf will have to be called for from the -- Superintendent.

While on the question of establishment, it would perhaps be desirable to refer to another item of expenditure proposed by the Committee in paragraph 20 of their report. This relates to the appointment of an officer of the status of a Divisional Accountant to look after accounts work in the Central Press. Specific proposals in this behalf will have to be called for from the Superintendent.

TG 7/5 Chief Secy) 7/5/30

The proposals dealt with above may be approved, subject to further examination of the following Modifications / points

Hours of work. The Supdt may be asked whether the men would prefer to work from 9 A.M to 5-30 P.M. with an interval of half an hour for "Lunch"

Piece workers transferred to the monthly rated establishment may be treated as temporary employees, if their

Note—Contn. Sheet

General and Revenue Secretariat | File No. | of 192

Serial No.

service is less than 5 years.

If the work of the Govt Press is likely to be reduced as the result of entrusting portions of it to Private printing establishments and if at the same time the hours of work are to be extended, it follows that the Govt Press would require a smaller labour force than it now employs. It would be difficult to effect retrenchments if all the piece and hour workers (except in the composing Branch) are all taken into the permanent establishment as proposed by the committee. Hence my suggestion to exclude from this arrangement at least men with 5 years' service or less and to treat these as monthly paid temporary employees. The Supt will have to be consulted as to whether this is feasible or not and whether it will afford ~~appreciable~~ apprecially greater scope ~~for~~ for potential retrenchments.

Another point which is not clear is the proposal of the Committee ~~to~~ regarding payment to piece work compositors who may be ~~temporarily~~ employed on the work of permanent Compositors, in short vacancies (vide iii on page 5)

It would be an advantage if all these points could be personally discussed if approved, the D. O. S, the Supt and myself will meet the Member

WD 01684—GPB—30,000—20-4-23

Serial No.

at 4 pm. Commence to him

9/5

Third Member)

Yes. We may discuss the points on Monday the 12th at 4 p.m. if that would be convenient to all. (Mere reference to spare copy of the Commission's report)

9/5/30

A/S

Please have act

9/5

Both the Superintendent and the Inspector of Office Systems are agreeable to attend the meeting on the day and at the hour fixed. As no spare copy of the Report is available, the file itself is re-submitted for perusal.

3rd Member)

9/5/30

10868

9/5

Draft submitted for approval (Chief Secy) dcg 13/5/30

CHIEF SECRETARY, 13 MAY 1930

After a personal discussion with the Inspector of Office Systems and the Superintendent, Government Printing, the following decisions were arrived at:-

I. Revision of Working Hours - The recommendations of the Committee may be approved, with this modification that the workmen and other staff should not be detained beyond 5-30 P.M., either in winter or in summer, the period for lunch being correspondingly reduced so as to give a working period of 8 hours a day. The Supt stated that the workmen have already working attending to both in the morning and afternoon and there is not likely to be any objection on their part to increased hours of work.

II. Reduction in Piece Work Wages - The Committee's recommendations may be approved.

III. Abolition of the Hour Account System - The Committee's recommendations may be approved.

IV. Revision of Staff - The Committee's recommendations may be approved. The Superintendent should be asked to submit revised proposals for the re-organisation of the staff as well as the grant of absorbable personal allowances within a total grant of Rs. 5,000/- and 4,000/- respectively. — this amount being framed from savings under 'overtime' & other heads.

As a direct result of the increase in the number of working hours from 33 to 43 per week, the Superintendent should be able to effect a corresponding reduction in staff. This (he may be asked to effect in the course of a year so that the amount

amount saved thereby may be utilised for giving increases to the members of the staff not affected by the present re-organisation.

13/5/30

General and Revenue Secretariat

File No. 6109

App. F. III—2] of 192

Serial No.

A consolidated draft G.O. on the recommendations of the Press Committee is submitted for approval as per decisions arrived at when the 3rd Member discussed the Report with the Chief Secretary, Inspector of Office Systems and the Supt. Govt. Printing on the 12th Instant.

Chief Secy) dcg 17/5/30.

CHIEF SECRETARY 17 MAY 1930

Mr. D.C. Subbarayappa

I am meeting the Supt. Govt Printing and the Asst Supt (Mr B. Srinivasa Iyengar) at 3 P.M. You please come also

mm 22/5

Revised draft submitted for approval as per instructions.

Chief Secy) dcg 27/5/30

CHIEF SECRETARY 27 MAY 1930 11695 5 6

"I have further revised the draft as B. Srinivasa Iyengar refers in his note the question of effecting economies in the wages of workers. This Govt. may therefore take further suggestions in connection recommendations. A reference to this is made in the draft

mm 27/5

mm 1.6

WE 01634—GPB—30,000—20-4-29 Chief Secretary

General and Revenue Secretariat | File No. | of 193

App. F. III—2] 2

C328

Serial No.

Sent to the Dewan's Office

DEWAN'S OFFICE
5210
9 JUN 1930

5-210

Mr
8/6

6.30

P S
Create
Mr
12/6

Mr
9-6-30

(For Disposal by Circulation)

No. C. 328

..... G. 1012-30

GENERAL AND REVENUE SECRETARIAT.

COUNCIL MATTER.

SUBJECT.

Recommendations of the Committee appointed by Government in their Order No.G.14899-904/P.& S. 91-28 dated 20th June 1929, to examine the question of the rise in annual expenditure under Government Printing and Stationery and to suggest measures for effecting economies in both the departments.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

Chief *Secretary to Government.*

.....11th....June.....1930.

~~Extraordinary Meeting of Council~~

5483/12/6 First Member of Council. 13/6/30

5426/12/6 Second Member of Council. 12/6/30

12043/12/6 Third Member of Council. 17-6-30

WD 2670—GPB—1,000—11-5-11

For favour of final Note,

Third Member.

12144/14/6 D.S.N. Cab

Decision. 16/6

F.N. signed by Member. 16/6

W.O. 16/6

Final Note by the Third Member of Council.

Subject:—Recommendations of the Committee appointed by Government t. examine the question of the rise in the annual expenditure under Government Printing and Stationery and to suggest measures for effecting economies in both departments.

The expenditure under printing as well as stationery has been increasing year by year and although this increase is partly the result of the normal expansion of business in the several departments it was felt desirable to take stock of the situation and see if it was possibl to effect economies so as to keep down the cost of these services. Accordingly, in June last a Committee consisting of the marginally noted gentlemen was appointed to examine the question The Committee have now submitted an exhaustive report and have made several proposals to secure economy in the cost of printing and stationery. The Commi-

Chairman
Rajasevaparayana Mr. B.Srinivasiengar, Financial Secretary to Government,
Members
1. Mr. B. Puttiah, Superintendent, Government Printing,
2. Mr. A.V. Ramanathan, Deputy Commissioner, Kolar,
3. Mr. C. Hayavadana Rao, Editor, Mysore Economic Hournal, Bangalore,
4. Mr. D.C. Subbarayappa, Assistant Secretary to Government, (Secretary)

23. tee anticipate a saving of about Rs.30000 as a result of their proposals.

It is proposed to accept the recommendations of the Committee with a few modifications and to issue the accompanying Government Order. The Dewan and the other Members of Council have agreed to the draft order and I solicit His Highness' gracious approval thereto.

243 Office Note

MEMBER OF COUNCIL.

Camp Mysore,
15th June 1930.

Submitted to His Highness.

I submit herewith a Final Note by the Third Member of Council on the recommendations of the Committee appointed by Government to examine the question of the rise in the annual expenditure under Government Printing and Stationery and to suggest measures for effecting economies in both departments,

.....

for His Highness' gracious approval.

Mirza M. Ismail
Dewan.

MU

Final Note by the Third Member of Council.

Subject:—Recommendations of the Committee appointed by Government to examine the question of the rise in the annual expenditure under Government Printing and Stationery and to suggest measures for effecting economies in both departments.

The expenditure under printing as well as stationery has been increasing year by year and although this increase is partly the result of the normal expansion of business in the several departments it was felt desirable to take stock of the situation and see if it was possible to effect economies so as to keep down the cost of these services. Accordingly, in June last a Committee consisting of the marginally noted gentlemen was appointed to examine the question. The Committee have now submitted an exhaustive report and have made several proposals to secure economy in the cost of printing and stationery. The Committee anticipate a saving of about Rs.30,000 as a result of their proposals.

Chairman
Rajasevaparayana Mr. B.Srinivasiengar, Financial Secretary to Government,
Members
1. Mr. B. Puttiah, Superintendent, Government Printing,
2. Mr. A.V. Ramanathan, Deputy Commissioner, Kolar,
3. Mr. C. Hayavadana Rao, Editor, Mysore Economic Hournal, Bangalore,
4. Mr. D.C. Subbarayappa, Assistant Secretary to Government, (Secretary)

It is proposed to accept the recommendations of the Committee with a few modifications and to issue the accompanying Government Order (3). The Dewan and the other Members of Council have agreed to the draft order and I solicit His Highness' gracious approval thereto.

MEMBER OF COUNCIL.

Camp Mysore,
15th June 1930.

Record of Cases submitted for the Orders of His Highness the Maharaja.

Subject.

Measures for effecting economies in the Government Printing and Stationery Departments.

548

Order.

~~KRW~~

18/6/30

C. Secy

19-6-30

mm 21/6.

General and Revenue
Secretariat

SUBJECT

Measures for effecting economies in the Govt. Pr and Stationery Departmen

(*)

31 All urgent or confidential files returned with His Highness' orders may, in the absence of instructions or indications to the contrary, be ordinarily circulated to the Members of Council for perusal after the issue of orders.

33. The Secretaries concerned should see that orders in the cases referred to above are issued at once and that the files are returned immediately after to the Chief Secretary, for circulation to the Members.

31. In all other cases, the files will first be circulated to the Members of Council at headquarters and then to the Secretariat concerned for the issue of orders.

Circulated to Members of Council for perusal of His Highness' orders before/after issue of orders. (*Vide* Rules * 31, 33 and 34 of the Subsidiary Rules for the conduct of business of Council in the Manual of Council Rules and Procedure.)

By Order,

Chief Secretary to Government.

Through the Secretary to Government,

..... Department,

FIRST MEMBER OF COUNCIL.

SECOND MEMBER OF COUNCIL.

THIRD MEMBER OF COUNCIL.

, NOTE.—Contn. sheet.

A/s (G.M).

General and Revenue Secretariat | P 3 B | File No. 8 6 | of 193

Serial No.	
2	To The Supdt Govt Printing The Supdt Govt Stationery The Comptroller to Govt. The Heads & Supdts The Dists. & Dts. The Secretaries to Govt The Publicity Officer, The members & the Press Committee No 9 14823-80 dt 27.6.1930 Passes orders on the several recommendations & the Press Committee.

Sup to one
Medell Tile
8. 7. 30

GENERAL MISCELLANEOUS BRANCH

GENERAL MISC. 2/6 .13 BRANCH
1 A25.

Note—Contn. Sheet

PDS 66-29-2

Proceedings of the Government of H. H.
The Maharaja of Mysore.

* * *

Read:--

Govt. Order No.G.14899-904/P & S. 91-28-1, dated the 20th June 1929 appointing a Committee to examine the question of the rise in the annual expenditure under Government Printing and Stationery and to submit proposals for effecting economies in both the Departments.

dt 27.6.1930
D.C. Subbarayappa

2. Letter dated the 27th March 1930 from the Secretary to the above Committee submitting the report of the Committee for the orders of Government.

- - - - -

Order thereon No. 14823-80 / PDS 66-29-2
Dated, Bangalore, the 27th June 1930.

The expenditure under Printing as well as Stationery has been increasing year by year and although this increase is partly the result of the normal expansion of business in the several Departments, Government felt that it was desirable to take stock of the situation and see if it was possible to effect economies so as to keep down the cost of these services. They accordingly appointed, in June last, a Committee consisting of the marginally noted gentlemen to examine the question.

1. Rajasevaparayana
Mr. B. Srinivasa Iyengar, B.A., B.L.,
Finl. Secy. to Govt. and
Inspector of Office Systems (Chairman.)

2. Mr.B.Puttaiya, B.A.,
Supdt., Govt. Printing .(Member.)

3. Mr.A.V.Ramanathan, B.A.,
Deputy Commr., Kolar Dt. (Member.)

Mr.C.Hayavadana Rao, B.A., B.L.,
Editor, Economic Journal,
Bangalore. .. (Member.)

Mr.D.C.Subbarayappa, B.A.,B.L.,
Asst.Secy. to Govt. (Secretary)

2. The Committee have investigated in detail the factors that have contributed to the increase of expenditure in the Government Press and studied its methods of working as compared with those prevailing in other printing establishments in Mysore and elsewhere and have submitted an exhaustive report, which is printed as an annexure to this order. The report traverses the whole range of work in the Govt. Press and the Stationery Depot and deals with the various defects observed in the existing methods. It also embodies proposals intended to remedy these defects and to secure economy in the cost of printing and stationery. The Committee anticipate that as a result of their proposals, a saving of about Rs.30,000 per annum may be eventually obtained in the budgets of the Press and Stationery Depot.

3. Before passing orders on the various recommendations of the Committee, Government wish to place on record their appreciation of the thorough manner in which the Committee have dealt with the questions referred to them for investigation.

~~below~~.

1. Revision of Working hours.

5. The Committee recommend a change in the existing working hours of ~~here~~ the Government Presses at Bangalore and Mysore so as to bring them into line with the practice obtaining in private printing establishments in the State and in Government Presses elsewhere and suggest that they may be raised from 6 to 8 hours a day or from 36 hours to 45 hours a week. Government consider that the reasons urged by the Committee in favour of ~~their~~ this proposal are sound and accordingly direct that the following change in the hours of work in both the Presses may be effected from 1st July 1930:—

On all week days excepting Saturday, two periods -

Morning - from 8 A. M. to 12 Noon,

Afternoon - from 1-30 P.M. to 5-30 P.M.

On Saturdays 7-30 A.M. to 12-30 P.M.

II. Reduction in piece-work wages.

6. The Committee have come to the conclusion that the rates of piecework wages now allowed to compositors are capable of reduction and that they might be fixed on a sliding scale of 2 pies, 2½ pies and 3 pies per line* composed, as shown in the margin, in lieu of a uniform rate of 3 pies now in force. This, in the opinion of the Committee, will ensure more equitable payment according to the service and capacity of the men. Government agree with the views of the Committee and are pleased to approve of the sliding scale of rates proposed. They also accept the proposal that, when piecework compositors are employed on the work of permanent compositors in temporary vacancies, they may be paid either on hour account basis (at the rate of 2 annas, 2¼ annas and 2½ annas per hour, according to their service) or in accordance with the provisions of the Mysore Service Regulations, at the discretion of the Superintendent.

(1) 1st class with a service of over 10 years at an average rate of wages of 3 pies per line composed.

(2) 2nd class with a service of 5 to 10 years at 2½ pies per line, and

(3) 3rd class up to 5 years' service at 2 pies per line.

III. Abolition of the Hour account and piece work systems.

7. The Committee propose the abolition of the hour account system in the composing branch and of the piecework system in the Machine and the Binding branches and the absorption of the men in these branches into the permanent staff. The rates of pay proposed are based on those prevailing in private presses and on the present average earnings of the men. The proposals are

expected to result eventually in a reduction of 11 men out of 317 men now borne on the piece work establishment and in a saving in cost which is estimated at Rs.15,700 per annum. Government are pleased to approve of the above recommendations of the Committee so far as they relate to the Composing and Machine branches and request the Superintendent to examine further the question of effecting economies in the system of payment to members of the Binding establishment.

IV. REVISION OF STAFF.

8. The Committee consider that, in view of the comparatively low pay of the officials and the proposed increase in their hours of work, it is desirable to grant some increase of pay to the subordinate ministerial and supervising staff of the Government Presses. They therefore recommend that the proposals submitted by the Superintendent some time back for giving increases to some of these officials, at a total cost of about Rs.5,000/- may now be sanctioned. As regards other members of the permanent subordinate establishment whose cases were not dealt with in the Supdt's proposals just referred to, the Committee recommend the grant of absorbable personal allowances at suitable rates, the total cost not exceeding Rs.4,000/- per year. The Committee are confident that the additional expenditure resulting from the acceptance of these proposals would be more than offset by the savings accruing immediately in other directions. Subject to this con-

dition, Government are pleased to approve of the recommendations of the Committee. The Superintendent, Govt. Printing, is requested to submit a detailed statement of the increases and allowances to be given, limiting the ~~extra~~ cost on this account to Rs.9,000/- per year.

V. REGULATION OF RUSH WORK.

9. The Committee are of opinion that much avoidable expenditure can be saved if the indenting departments refrain from sending orders for rush work to the Press and allow their work being done as far as possible during the usual business hours. In this connection they suggest the appointment of a Liaison Officer for regulating the flow of work into the Press.

Government are of opinion that with the increase in the number of working hours in the Government Presses and with the improvement in the methods of handling work referred to under item No.VIII below

there

should be little or no occasion for incurring any expenditure on overtime work. In order to ensure this, indenting departments will be asked to ~~refain from~~ avoid sending orders for rush work as far as possible. The Superintendent, Government Printing and the Assistant Superintendent, Mysore Branch Press, will at the same time be authorised to refuse accepting any work involving the payment of overtime allowance to any appreciable amount, unless such work -- relates to the the State budget or to the meetings of the ~~R~~ Rep^tive Assembly. and ~~L~~ Legis. Council. or is received from the Palace, the Dewan's office or the Chief Secretary to Government.

The Superintendent, will act as vigilance officer under the general guidance of the Chief Secretary to Government and bring to the notice of Government any work received for printing which he considers, to be unnecessary or which, in his opinion, involves ~~heavy~~ expenditure ~~or which is one that may as well be got done in a private Press; also all unusual kinds of work or works received~~ (for printing in ~~unusual~~ sizes ~~or in book form.~~ He should also obtain the views of Govt before executing any request for work of an unusual character or extensive style or size. In the case of paying departments, requests for such work may be generally complied with, but the matter may be brought to the notice of Government.

By giving effect to the above instructions, there would be no need for the appointment of a separate Liaison officer as proposed by the Committee.

V. TRANSFER OF PRINTING WORK TO PRIVATE PRESSES.

10. This question is being repeatedly

pressed on the attention of Government by the managers and proprietors of some of the private printing presses in the State for several years without a satisfactory solution being arrived at in the matter due ~~partly~~ mainly to the inadequate equipment of ~~some~~ most of the private presses to deal with the work entrusted to them expeditiously and in conformity with the standard expected. A beginning has, however, been made in recent years in turning over to private printing presses some of the work which was usually being done in the Government Press such as selected Educational text books, etc. The Committee have now framed a provisional schedule of items of work that should ordinarily be entrusted to private presses either on the open tender system or on periodical contracts on a competitive basis and recommend that these works may be gradually turned over to the private presses.

The question is beset with practical difficulties. In the first place, on account of the increase in the number of ~~new~~ working hours, some work has to be retained in the Government Presses to keep the men fully engaged. Secondly, there are not many private presses having the necessary equipment and staff to handle the work efficiently Government are, however, in ~~full~~ sympathy with the proposal to foster and encourage local printing industry and are accordingly

pleased to order that such of the works as are scheduled by the Committee and for which the departments concerned have provision to pay from their ~~own~~ respective ~~funds~~ budgets may be gradually entrusted to private presses on the open tender system or on periodical contracts on a competitive basis. The Superintendent should, however, satisfy himself before actually entrusting the work whether the ~~successful~~ private press is suitably equipped to handle the kind of work tendered for by it. Of the works included in the schedule by the Committee, the printing of the Criminal Records may ~~alone~~ be done in the Government Press ~~alone~~.

VII. EFFICIENCY IN THE MACHINERY EQUIPMENT.

11. From a ~~close~~ examination of the existing machinery in the Government Press, the Committee have come to the conclusion that some of the machines in use in the Press are old and obsolete and require to be replaced in the interests of securing maximum efficiency in the work turned out. They recommend the formation of a Depreciation Fund on the lines of the Rules in force in the Government of India ~~Printing~~ Presses, the provision of funds required for renewal and replacements of plant and machinery in the Press being as far as possible regulated on the amount at the credit of the pro forma account kept in the Press under the said Rules. This proposal of the Committee is

approved as also the draft Rules appended to the Report in Appendix C, ~~with the~~ subject to ~~necessary~~ any modification in detail which may be indicated by the Comptroller.

12. The Committee are of opinion that there is much unnecessary wastage in the consumption of electric power on account of the existing system of collective drive instead of individual drive for the machines installed in the Press. They suggest that if each machine or group of machines is connected with a separate motor so that there ~~might~~ may be no consumption of power when a machine is not actually at work, a saving of over Rs. 2,000/- per annum is likely to result in the cost of Electric Power. The - - Superintendent is requested to examine the suggestion in consultation with the Electrical department with reference to the ~~xxxx~~ initial cost involved for new motors of smaller power required for the machines and submit definite proposals for the orders of Government.

VIII. REVISION OF METHODS OF WORK.

(i) Technical Rules of the Press.

13. The Committee have noticed that there is considerable laxity on the part of Government departments in observing the - technical rules of the Press ~~while~~ in the matter of sending manuscript ~~matter~~ for printing and in calling for and returning proofs and that this laxity contributes

to the increase of avoidable expenditure in the Press. With a view to remedy this defect, they have drawn up a set of Rules (Appendix D) which are calculated to improve the existing procedure in regard to the preparation of manuscript and the passing of proofs. These rules are approved with the observation that as they provide for the final passing of proofs in the many cases by the Press staff without reference to the indenting department, it is necessary to have competent and trained men for this work in the Government Presses. The Superintendent is requested to take necessary steps in this direction.

(ii) Decentralisation of work.

14. The Committee consider it desirable in the interests of efficiency to effect a decentralisation in the management of the various branches of work in the Government Press at Bangalore. They accordingly recommend that the work in the Press should be broadly divided into three sections (1) the Press Proper, (2) the Accounts Section and (3) the Forms and Stationery Section, and that the first and third sections should be in direct charge of separate Gazetted Assistants and the second in charge of a qualified officer of the status of a Divisional Accountant in the P.W.D. Government are pleased to approve of the recommendation of

the Committee and direct that an Accounatnt on Rs 100·per mensem be appointed for the charge of accounts work in the Press from 1st July 1930, the appointment being included in the revision proposals to be submitted by the Superintendent as ordered in para supra. These officers should be able to relieve the Superintendent of much of the routine work so that he may be free to devote his attention to larger questions connected with the organisation, equipment and efficient management of the various branches of work under his control and to a continuous study of possible economies.

IX. MISCELLANEOUS.

(i) Standardisation of covers & Note Papers.

15. The Committee observe that there is no uniformity in this respect at present and there is avoidable waste of paper. They are of opinion that appreciable economies could be effected by arranging to supply covers and note papers to officers in nine standard sizes as noted in the margin - the supply of special note papers and envelopes other than the standard sizes being limited to the - Palace, the Members of Government and the Secretaries. Government approve of these proposals.

Covers.

Foolscap.
Demy.
Foolscap folio.
File.

Note papers.

Post quarto.
Large Post Octavo.
small " "

Envelopes.

Chit, large post.
Chit, small post.

(ii) Discontinuance of free printing.

16. The Committee also take exception to the system now in vogue of allowing free printing in the case of work pertaining to

to semi-official bodies like the Mysore Engineers' Association, the Mysore Civil Service Association, etc. They suggest that the system may be discontinued and a subvention may be given to them if necessary for getting their work printed elsewhere. Government approve of this suggestion.

(iii) Standardisation of forms.

17. The Committee suggest that the departments whose forms and registers have been standardised should keep their respective standardised lists up-to-date and intimate modifications to the Superintendent of Stationery in time as required by G. O. No: G. 12285-92/ E.A. 7-23-3, dated 29th February 1924, with a view to avoid the risk of printing obsolete forms and also printing more forms than are actually needed. They also suggest that the Superintendsent should report to Government instances of laxity in this respect and that whenever demands for printing larger numbers of forms than are provided in the standard list are made, he should satisfy himself that a case has been made out for the increased supply and that the requisition has the support of the Head of the Department concerned.

These recommendations are approved.

existing complaint about the non-supply of forms in time to the Taluk offices is due to the present arrangement of supplying the forms through the District Offices and ~~with a view to improve the existing~~ state of affairs, they have suggested that - arrangements should be made for the supply of Forms to the Taluk offices direct from the Stationery Depot. As this involves additional work to the Stationery Depot, the Committee suggest that an additional staff of two Invoice Clerks and two counters at a total cost of Rs. 70/- per mensem, should be sanctioned. Government are pleased to approve of the above - - recommendation of the Committee and to sanction the staff proposed temporarily for a period of 2 years. The Superintendent is requested to include this establishment in the revision proposals he has been requested to submit in para 8 above.

(vi) Supply of Stationery articles.

21 The Committee recommend that the supply of stationery articles to different departments should be spread over the whole year and a suitable calendar of supply should be drawn up indicating the dates of supply to the different departments to ensure economy in supply. This recommendation is approved.

X REVISION OF THE GOVERNMENT ORDER OF 27TH MAY 1904.

22. The Committee consider that the Govern-

Government Order of 27th May 1904 regarding the supply of Stationery and Forms required revision in several respects and that, in view of the [illegible]ne that has elapsed since the issue of the order it is desirable to issue a fresh order in its place. A separate order will accordingly issue on this subject.

23. Government trust that the savings anticipated by the Committee as a result of adopting their proposals will materialise and request the Superintendent to submit a special report, at the end of a year, showing how the new arrangements have worked and what economies have been secured.

Chief Secretary to Govt.

To

1 Cy in envelope

The Superintendent, Govt. Printing.
" Superintendent, Stationery.
" Comptroller to Government
" Heads of Departments.
" Deputy Commrs. of Districts.
" Secretaries to Government.
" Publicity Officer to Govt.

The Member-in-charge P.C. Camp.

C. Mr. H. Rao
2). Mr. [illegible]
3). Mr. [illegible].

PRESS TABLE.

Government of his highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 14823-80—P. & S. 66-29-2. dated 27th June 1930.

Press Committee.

Passes orders on the several recommendations of the —— appointed by Government to suggest measures for effecting economies under Government Printing and Stationery.

READ—

Government Order No. G. 14899-904—P. & S. 91-28-1, dated the 20th June 1929, appointing a Committee to examine the question of the rise in the annual expenditure under Government Printing and Stationery and to submit proposals for effecting economies in both the Departments.

2. Letter dated the 27th March 1930, from the Secretary to the above Committee submitting the report of the Committee for the orders of Government.

ORDER THEREON No. G. 14823-80—P. & S. 66-29-2, DATED 27TH JUNE 1930.

The expenditure under Printing as well as Stationery has been increasing year by year and although this increase is partly the result of the normal expansion of business in the several Departments, Government felt that it was desirable to take stock of the situation and see if it was possible to effect economies so as to keep down the cost of these services. They accordingly appointed, in June last a Committee consisting of the marginally noted gentlemen to examine the question.

(1) Rajasevaparayana Mr. B. Srinivasaiengar, B.A., B.L., Financial Secretary to Government, and Inspector of Office Systems (Chairman).
(2) Mr. B. Puttaiya, B.A., Superintendent, Government Printing Bangalore (Member).
(3) Mr. A. V. Ramanathan, B.A., Deputy Commissioner, Kolar District (Member).
(4) Mr. C. Hayavadana Rao, B.A., B.L., Editor, Economic Journal, Bangalore (Member).
(5) Mr. D. C. Subbarayappa, B.A., B.L., Assistant Secretariat (Secretary).

2. The Committee have investigated in detail the factors that have contributed to the increase of expenditure in the Government Press and studied its methods of working as compared with those prevailing in other printing establishments in Mysore and elsewhere and have submitted an exhaustive report, which is printed as an annexure to this order. The report traverses the whole range of work in the Government Press and the Stationery Depot and deals with the various defects observed in the existing methods. It also embodies proposals intended to remedy these defects and to secure economy in the cost of printing and stationery. The Committee anticipate that as a result of their proposals, a saving of about Rs. 30,000 per annum may be eventually obtained in the budgets of the Press and Stationery Depot.

3. Before passing orders on the various recommendations of the Committee, Government wish to place on record their appreciation of the thorough manner in which the Committee have dealt with the questions referred to them for investigation.

I. REVISION OF WORKING HOURS.

The Committee recommend a change in the existing working hours of the Government Presses at Bangalore and Mysore so as to bring them into line with the practice obtaining in private printing establishments in the State and in Government Presses elsewhere and suggest that they may be raised from 6 to 8 hours a day or from 36 hours to 45 hours a week. Government consider that the reasons urged by the Committee in favour of this proposal are sound and accordingly direct that the following change in the hours of work in both the Government Presses may be effected from 1st July 1930:—

On all week days excepting Saturday, two periods.	Afternoon—from 1-30 P.M. to 5-30 P.M.

II. Reduction in Piece-work wages.

5. The Committee have come to the conclusion that the rates of piece-work wages now allowed to compositors are capable of reduction and that they might be fixed on a sliding scale of 2 pies, 2½ pies and 3 pies per line composed, as shown in the margin, in lieu of a uniform rate of 3 pies now in force. This, in the opinion of the Committee, will ensure more equitable payment according to the service and capacity of the men. Government agree with the views of the Committee and are pleased to approve of the sliding scale of rates proposed. They also accept the proposal that, when piece-work compositors are employed on the work of permanent compositors in temporary vacancies, they may be paid either on hour account basis (at the rate of 2 annas, 2¼ annas and 2½ annas per hour, according to their service) or in accordance with the provisions of the Mysore Service Regulations, at the discretion of the Superintendent.

(1) 1st class with a service of [illegible]s at an average rate of wages [illegible] per line composed.
(2) 2nd class with a service of 5 to 10 years at 2¼ pies per line, and
(3) 3rd class up to 5 years' service at 2 pies per line.

III. Abolition of the Hour-Account and Piece-Work Systems.

6. The Committee propose the abolition of the hour account system in the composing branch and of the piece-work system in the Machine and the Binding Branches, and the absorption of the men in these branches into the permanent staff. The rates of pay proposed are based on those prevailing in Private Presses and on the present average earnings of the men. The proposals are expected to result eventually in a reduction of 11 men out of 317 men now borne on the piece-work establishment and in a saving in cost which is estimated at Rs. 15,700 per annum. Government are pleased to approve of the above recommendations of the Committee so far as they relate to the composing and machine branches and request the Superintendent to examine further the question of effecting economies in the system of payment to members of the Binding Establishment.

IV. Revision of Staff.

7. The Committee consider that, in view of the comparatively low pay of the officials and the proposed increase in their hours of work, it is desirable to grant some increase of pay to the subordinate ministerial and supervising staff of the Government Presses. They therefore recommend that the proposals submitted by the Superintendent some time back for giving increase to some of these officials, at a total cost of about Rs. 5,000 may now be sanctioned. As regards other members of the permanent subordinate establishment whose cases were not dealt with in the Superintendent's proposals just referred to, the Committee recommend the grant of absorbable personal allowances at suitable rates, the total cost not exeeding Rs. 4,000 per year. The Committee are confident that the additional expenditure resulting from the acceptance of these proposals would be more than offset by the savings accruing immediately in other directions. Subject to this condition, Government are pleased to approve of the recommendations of the Committee. The Superintendent, Government Printing, is requested to submit a detailed statement of the increases and allowances to be given, limiting the cost on this account to Rs. 9,000 per year.

V. Regulation of Rush Wor

8. The Committee are of opinion that much avoidable expenditure can be saved if the indenting departments refrain from sending orders for rush work to the Press and allow their work being done as far as possible during the usual business hours. In this connection, they suggest the appointment of a Liaison Officer for regulating the flow of work into the Presses.

Government are of opinion that with the increase in the number of working hours in the Government Presses and with the improvement in the methods of handling work referred to under item No. VIII below, there should be little or no occasion for incurring any expenditure on overtime work. In order to ensure this, indenting departments will be asked to avoid sending orders for rush work as far as possible. The Superintendent, Government Printing and the Assistant Superintendent, Mysore

Branch Press will at the same time be authorised to refuse accepting any work involving the payment of overtime allowances to any appreciable amount, unless such work relates to the State Budget or to the meetings of the Representative Assembly and the Legislative Council or is received from the Palace, the Dewan's Office or the Chief Secretary to Government.

The Superintendent will act as a vigilance officer under the general guidance of the Chief Secretary to Government and bring to the notice of Government any wo received for printing which he considers to be unnecessary or, which, in his opinio involves disproportionate expenditure. He should also obtain the orders of Government before executing any indent for work of an unusual character or for printing in expensive styles or sizes. In the case of paying departments, requests for such work may be generally complied with, but the matter may be brought to the notice of Government.

By giving effect to the above instructions, there would be no need for the appointent of a separate Liaison Officer as proposed by the Committee.

VI. Transfer of Printing Work to Private Presses.

9. This question is being repeatedly pressed on the attention of Government the managers and proprietors of some of the private printing presses in the State several years without a satisfactory solution being arrived at in the matter, due ainly to the inadequate equipment of most of the private presses to deal with the ork entrusted to them expeditiously and in conformity with the standard expected. beginning has, however, been made in recent years in turning over to private printing presses some of the work which was usually being done in the Government Press such as selected educational text-books, etc. The Committee have now framed a provisional schedule of items of work that should ordinarily be entrusted to private presses either on the open tender system or on periodical contracts on a competitive basis and recommend that these works may be gradually turned over to the private presses.

The question is beset with practical difficulties. In the first place, on account of the increase in the number of working hours, some work has to be retained in the Government Presses to keep the men fully engaged. Secondly, there are not many private presses having the necessary equipment and staff to handle the work promptly and efficiently. Government are, however, in sympathy with the proposal to foster and encourage local printing industry and are accordingly pleased to order that such of the works as are scheduled by the Committee and for which the departments concerned have provision to pay from their respective budgets, may be gradually entrusted to private presses on the open tender system or on periodical contracts on a competitive basis. The Superintendent should, however, satisfy himself before actually entrusting the work whether the private press is suitably equipped to handle the kind of work tendered for by it. Of the works included in the schedule by the Committee, the printing of the Criminal Records may continue to be done in the Government Press.

vide page

VII.—Efficiency in the Machinery Equipment.

m an examination of the existing machinery in the Government Pres the Committee have come to the conclusion that some of the machines in use in th Press are old and obsolete and require to be replaced in the interests of securin maximum efficiency in the work turned out. They recommend the formation of Depreciation Fund on the lines of the Rules in force in the Government of Indi Presses, the provision of funds required for renewal and replacements of plant an machinery in the Press being as far as possible regulated on the amount at the cred of the *pro forma* account kept in the Press under the said Rules. This proposal c of the Committee is approved as also the draft Rules appended to the Report i Appendix C, subject to any modification in detail which may be indicated by th Comptroller.

11. The Committee are of opinion that there is much unnecessary wastage i the consumption of electric power on account of the existing system of collective driv instead of individual drive for the machines installed in the Press. They sugges

that if each machine or group of machines is connected with a separate motor so that there may be no consumption of power when a machine is not actually at work, a saving of over Rs. 2,000 per annum is likely to result in the cost of electric power. The Superintendent is requested to examine the suggestion in consultation with the Electrical Department with reference to the initial cost involved for new motors of smaller power required for the machines and to submit definite proposals for the orders of Government.

VIII.—REVISION OF METHODS OF WORK.

(*i*) *Technical Rules of the Press.*

12. The Committee have noticed that there is considerable laxity on the part of Government departments in observing the technical rules of the Press in the matter of sending manuscript for printing and in calling for and returning proofs and that this laxity contributes to the increase of avoidable expenditure in the Press. With a view to remedy this defect, they have drawn up a set of Rules (Appendix D) which are calculated to improve the existing procedure in regard to the preparation of manuscript and the passing of proofs. These rules are approved with the observation that as they provide for the final passing of proofs in the many cases by the Press staff without reference to the indenting department, it is necessary to have competent and trained men for this work in the Government Presses. The Superintendent is requested to take necessary steps in this direction.

(*ii*) *Decentralisation of Work.*

13. The Committee consider it desirable in the interests of efficiency to effect a decentralisation in the management of the various branches of work in the Government Press at Bangalore. They accordingly recommend that the work in the Press should be broadly divided into three sections, (1) the Press Proper, (2) the Accounts Section and (3) the Forms and Stationery Section and that the first and third sections should be in direct charge of separate Gazetted Assistants and the second in charge of a qualified officer of the status of a Divisional Accountant in the Public Works Department. Government are pleased to approve of the recommendation of the Committee and direct that an Accountant on Rs. 100 per mensem be appointed for the charge of accounts work in the Press from 1st July 1930, the appointment being included in the revision proposals to be submitted by the Superintendent as ordered in para 7 supra. These officers should be able to relieve the Superintendent of much of the routine work so that he may be free to devote his attention to larger questions connected with the organisation, equipment and efficient management of the various branches of work under his control and to a continuous study of possible economies.

IX. MISCELLANEOUS.

(*i*) *Standardisation of Covers and Note Papers.*

14. The Committee observe that there is no uniformity in this respect present and there is avoidable waste of paper. They are of opinion that appreciable economies could be effected by arranging to supply covers and notepapers to officers in nine standard sizes as noted in the margin—the supply of special note papers and envelopes other than the standard sizes being limited to the Palace, the Members of Government and the Secretaries. Government approve of these proposals.

COVERS.	NOTE PAPERS.	ENVELOPES.
Foolscap.	Post quarto.	Chit, large post.
Demy.	Large Post Octavo.	Chit, small post.
Foolscap folio.	Small do	
File.		

(*ii*) *Discontinuance of Free Printing.*

15. The Committee also take exception to the system now in vogue of allowing free printing in the case of work pertaining to semi-official bodies like the Mysore Engineers' Association, the Mysore Civil Service Association, etc. They suggest that the system may be discontinued and a subvention may be given to them if necessary for getting their work printed elsewhere. Government approve of this suggestion.

(*iii*) *Standardisation of Forms.*

16. The Committee suggest that the departments whose forms and registers have been standardised should keep their respective standard lists up-to-date and intimate modifications to the Superintendent of Stationery in time as required by

No. G. 14823-80—P. & S. 66-29-2, DATED 27TH JUNE 1930.

Government Order No. G. 12285-92—E. A. 7-23-3, dated 29th February 1924, with a view to avoid the risk of printing obsolete forms and also printing more forms than are actually needed. They also suggest that the Superintendent should report to Government instances of laxity in this respect and that whenever demands for printing larger numbers of forms than are provided in the standard list are made, he should satisfy himself that a case has been made out for the increased supply and that the requisition has the support of the Head of the Department concerned.

These recommendations are approved.

17. The Committee have also brought to notice that till now only ten departments have standardised their forms and registers and suggest that at least the major departments of the State should complete the process of standardisation very early. Government agree with the Committee that the work of standardisation of forms has been neglected by the departments concerned and direct that it should be completed without further delay. The Superintendent is requested to address the departments concerned, ascertain the cause of delay and submit a consolidated report to Government at an early date.

(iv) Special Officer to examine Forms.

18. The Committee recommend that a special officer may be appointed temporarily to examine the forms and registers that are in use in the several offices and suggest measures to print them in a uniform size and in an economical manner with a view to effect savings in printing and consumption of paper. This suggestion will be separately considered.

(v) Supply of Forms to Taluk Offices direct.

19. The Committee consider that the existing complaint about the non-supply of forms in time to the Taluk Offices is due to the present arrangement of supplying the forms through the District Offices. They have suggested that arrangements should be made for the supply of Forms to the Taluk Offices direct from the Stationery Depo As this involves additional work to the Stationery Depot, the Committee suggest tha an additional staff of two Invoice Clerks and two Counters at a total cost of Rs. 70 per mensem, should be sanctioned. Government are pleased to approve of the above recommendation of the Committee and to sanction the staff proposed temporarily for a period of two years. The Superintendent is requested to include this establishment in the revision proposals he has been requested to submit in para 7 above.

(vi) Supply of Stationery Articles.

20. The Committee recommend that the supply of stationery articles to different departments should be spread over the whole year and a suitable calendar of supply should be drawn up indicating the dates of supply to the different departments to ensure economy in supply. This recommendation is approved.

X. REVISION OF THE GOVERNMENT ORDER OF 27TH MAY 1904.

21. The Committee consider that the Government Order of 27th May 1904 regarding the supply of Stationery and Forms requires revision in several respects and that, in view of the long time that has elapsed since the issue of the order, it is desirable to issue a fresh order in its place. A separate order will accordingly issue on this subject.

22. Government trust that the savings anticipated by the Committee as a result of adopting their proposals will materialise and request the Superintendent to submit a special report, at the end of a year, showing how the new arrangements have worked and what economies have been secured.

N. MADHAVA RAO,
Chief Secretary to Government.

To—The Superintendent, Government Printing.
The Superintendent, Government Stationery.
The Comptroller to Government.
The Heads of Departments.
The Deputy Commissioners of Districts.
The Secretaries to Government.
The Publicity Officer to Government.
The Members of the Press Committee.
PRESS TABLE.

EXD.—P. S. R. N.

No. G. 14823-80—P. & S. 66-29-2, DATED 27TH JUNE 1930

No. P. & S. 66-29-1
Encl.

BANGALORE,
Dated 27—29th March 1930.

FROM

D. C. SUBBARAYAPPA, ESQ., B.A., B.L.,
Secretary to the Press Committee,
Bangalore.

To

R. RANGA RAO, ESQ., B.A., B.L.,
General Secretary to Government,
Bangalore.

Sir,

Adverting to Government Order No. G. 14889-904—P. & S. 98-28-11, dated 20th June 1929 appointing a Committee of the marginally-noted gentlemen to go into the question of rise in the annual expenditure under Government Printing and Stationery and devise measures for steadying the cost of the Government Press and for effecting economies in the matter of consumption of printing materials and stationery articles, I am directed to submit the following report for the consideration and orders of Government :—

1. Mr. B. Srinivasa Iyengar, B.A., B.L., Financial Secretary and Inspector of Office Systems (Chairman).
2. Mr. B. Puttaiya, B.A., Superintendent, Government Printing (Member).
3. Mr. A. V. Ramanathan, B.A., Deputy Commissioner, Kolar District (Member).
4. Mr. C. Hayavadana Rao, B.A., B.L., Editor, Economic Journal, Bangalore (Member).
5. Mr. D. C. Subbarayappa, B.A., B.L., Assistant Secretary to Government (Secretary).

2. In the order of reference to the Committee, Government observed that the expenditure under printing as well as under stationery had increased from a little over Rs. 3 lakhs in the year 1925-26 to nearly four lakhs in a period of four years. They considered that this rise was heavy notwithstanding the fact that the Government Press had to cope with the expansion of business in Government departments and that it should be possible to economise cost. This Committee was asked to go into the whole question and submit a report to Government within a period of three months.

3. It is regretted that the enquiry has taken much longer time than was anticipated. The Committee have found it necessary to examine, in detail, the factors contributing to the increase of expenditure in the Government Press and to study its methods of working with reference to those prevailing in other presses here and elsewhere. The anxiety of the Committee to collate all available information kept them at work till about the end of February 1930 and this accounts for the delay in the submission of this report to Government.

4. The full Committee met nine times on the dates noted in the margin of which five meetings were held in the Press buildings. The members had the privilege of going through the Memorandum dated 9th May 1929 submitted to Government by the Superintendent, Government Printing, and the Notes dated 30th April 1929 and 29th May 1929 of the Inspector of Office Systems. They derived considerable help from Mr. C. Hayavadana Rao whose experience in the printing line extends over a period of nearly 30 years. He was good enough to submit to the Committee a reasoned Note on various matters covered by the terms of reference including the abolition of the Piece Work System and strongly advocated, as a measure of economy, the policy of entrusting to private presses an appreciable portion of the printing work now done at the

1. 8th and 9th July 1929.
2. 3rd August 1929 at the Press.
3. 5th September 1929 do
4. 10th do do
5. 9th November 1929.
6. 22nd do
7. 2nd December 1929 do
8. 16th do
9. 31st January 1930 do

Government Press. The Superintendent, Government Printing, also furnished to the Committee a comprehensive Memorandum on the various points raised. The Committee's task was greatly facilitated by these discussions. With a view to getting an insight into the working of the Government Press and the Stationery Depot in all their branches, the members paid visits during working hours and made enquiries regarding the staff, buildings, machinery, forms and stationery, etc.

5. The Committee's recommendations and suggestions are classified under the following main heads :–

I. Revision of Working Hours.
II. Reduction in Piece Work Rates.
III. Abolition of the Hour Account System.
IV. Revision of Establishment.
V. Regulation of ' Rush ' Work.
VI. Transfer of printing work to Private Presses.
VII. Efficiency in Machinery Equipment.
VIII. Revision of methods of work.
IX. Miscellaneous.
X. Revision of rules for printing and supply of Forms and for supply of Stationery articles.

I. Revision of Working Hours.

6. The reform most urgently called for to ensure enconomy and efficiency in the working of the Government Press consists in changing the hours of work. The Central Press at Bangalore as well as the Branch Press at Mysore are at present working like other Government Offices from 11 A.M. to 5 P.M. (except on a few morning office days) and work done outside these normal working hours entitles the workmen on fixed pay to over-time wages. The Committee consider that this is an uneconomical arrangement and they believe that there is good reason for adopting the factory hours of work with an interval for the mid-day meal prevailing in private presses in the State and Government Presses elsewhere. The Committee are given to understand that the existing arrangement affords scope for the men employed in the Government Presses to take up jobs in private presses in their off-duty hours to the detriment of public interests and this is an additional reason which has influenced the Committee in recommending the change in working hours. They accordingly propose the following hours of work for adoption in the Central Press at Bangalore and the Branch Press at Mysore.

On all week days except Saturday, two periods.

Morning.—From 8 A.M. to 12 Noon.

Afternoon.—From 1-30 P.M. to 5-30 P.M. (in winter.)

From 2. P.M. to 6 P.M. (in summer.)

On Saturdays, from 11-30 A.M. to 5 P.M. Some interval for lunch will be allowed at a convenient time of the day.

This change results in an increase in the normal working hours in the week by about one-fourth and consequential decrease in overtime allowances. But it is felt that the employees on monthly wages and pay, who will have to work longer hours, should be given some compensation in the shape of suitable addition to pay simultaneously with the introduction of the new arrangements.

II. Reduction in Piece Work Rates.

7. The present scale of piece-work wages appears to be somewhat arbitrary and the wages now being paid in the Government Press, specially in the Binding Department, are rather high as compared with the prevailing rates

in other presses. The price of labour works out to a uniform rate of 3 pies per line in the Composing Branch, whatever the efficiency in the out-turn. The Committee have reason to believe that the rates are rather over-liberal.

The Committee have been much impressed with the arguments advanced for replacing the piece-workers by wholetime employees in the Machinery and Binding Sections, especially in view of the contemplated increase in the working hours. They are of opinion that, in the Composing Branch however, a portion of the labour should continue to be employed on the piece-work basis, the rates of wages being re-adjusted suitably with reference to the general level ruling in the Trade.

III. Abolition of the Hour Account System.

8. There are about 50 men in the Composing Branch who are paid on the Hour Account basis and unless there is effective supervision, the system is bound to result in waste of money. It has a tendency to idleness at the cost of the State. There appears to be no need to continue the Hour Account arrangement as it is believed that the men are also anxious to be brought on the permanent establishment. The change, synchronising with the increase in the normal hours of work, will undoubtedly lead to economy of cost.

IV. Revision of Staff.

9. The details of the scheme of revision were gone into by a Sub-Committee consisting of the Chairman, the Superintendent, Government Printing and Mr. Hayavadana Rao and the Committee's concrete proposals under items II, III and IV are as follows:—

(i) The piece-work arrangement may be retained in the Composing Branch and the piece-work compositors graded into three classes according to service and efficiency.

(1) First Class with a service of over ten years at an average rate of wages of three pies per line composed.

(2) Second Class with a service of five to ten years at two and half pies per line; and

(3) Third Class up to five years' service at two pies per line.

(ii) The Hour Account Compositors who have all put in over 15 years' service and are employed on skilled labour may be absorbed in the permanent establishment on rates of pay based on the present average earnings. Of the 50 men now employed, 44 may be put on fixed rates of pay and the remaining six reduced. These six men may, for the present, be kept on as Supernumeraries pending their absorption as vacancies occur.

(iii) Whenever piece-work compositors are employed on the work of permanent compositors in temporary vacancies not exceeding four months, they may be paid on the Hour Account basis, *viz.*, 2 annas, 2¼ annas, and 2½ annas per hour according to their service, or their pay and allowances may be regulated under the Mysore Service Regulations, at the discretion of the Superintendent, Government Printing.

(iv) The piece-work as well as the Hour Account system may be abolished in the Machine Branch and the machine men may all be put on the permanent staff on rates of pay based on the present average earnings.

(v) Piece-work may be abolished also in the Binding Branch and the Binders may likewise be brought on the regular sanctioned cadre.

(vi) A proposition statement embodying these proposals is appended to the report (*Vide* Annexure 'A'). The net result of these recommendations will be eventually a reduction of 11 men out of 317 now borne on the piece-work establishment and a saving in cost of about Rs. 15,701 per annum.

(vii) In view of the contemplated increase in the number of working hours in both the Presses from 6 to 8 hours a day, it is desirable that some increase in

pay should be given to the subordinate staff of the Government Presses. The Committee have examined the proposals for revision of establishment which have already been submitted to Government by the Superintendent. They are of opinion that the increases proposed by the Superintendent are suitable and may be sanctioned simultaneously with the adoption of the change in the hours of work.

(viii) As regards the staff who will not be benefited by this revision but who will have to work longer hours under the proposed arrangement, the Committee propose the grant of small absorbable personal allowances, and recommend that a lumpsum not exceeding Rs. 4,000 be provided for the purpose out of the savings anticipated. Only the existing persons and not the new entrants will be entitled to this personal allowance.

(ix) The revision of the permanent staff proposed above will result in an addition to recurring cost of Rs. 5,000 which will be more than covered by the savings to be effected in other directions. *Vide* paras 15 and 16 also.

V. Regulation of Rush Work.

10. A fruitful source of avoidable expenditure in the Press is in its being required to attend to what is urged by the indenting Department as Rush Work, *i.e.*, work which is of an emergent or extra-normal nature and cannot afford to bide its turn, but which has to be taken up at once and completed within the time prescribed, putting by routine work and employing men overtime. The Committee are informed that a good portion of the work sent to the Press comes under this category necessitating heavy expenditure. This is by no means a desirable state of affairs and every endeavour should be made to remedy the defect. The normal work of the Press should not be allowed to be dislocated by the 'Rush Work' nor should such work occasion extra expenditure in the shape of overtime allowance, lighting and other incidental charges except under exceptional circumstances. As a rule, the departments should be required to send matter to the Press after consulting the Superintendent beforehand so that the business may be economically handled during the usual working hours; but where previous consultation is not possible or the work is urgent or confidential, the Press is entitled to work overtime and incur additional expenditure.

11. *Appointment of a Liaison Officer.*—It has been ascertained that the departments which send a large amount of urgent work to the Press are the Secretariats and the Comptroller's Office. The Committee venture to suggest the appointment of one of the Secretaries to Government as a 'Liaison Officer' *ex-officio* who will be charged with the duty of regulating the flow of work into the Press from these two offices. It will be the function of this officer to keep himself posted with the state of work in the Government Press by obtaining periodical reports, to avoid despatch of Rush Work to the Press as far as possible and to settle points of difference between the Departments and the Press. The Officer should be clothed with authority to reject the classification of matter sent to the Press as 'Rush Work,' and to suggest the avoidance of waste in printing. The experiment involves no additional expenditure to the State, but is on the other hand calculated to result in considerable saving in cost. In cases where work is sent to the Press direct from other departments, the Superintendent, Government Printing, will see that the standing orders are strictly observed by them.

VI. Transfer of Printing Work to Private Presses.

12. The question of confining the printing in the Government Press to certain classes of work only and of entrusting all other work (neither confidential nor urgent) to well equipped private presses was carefully examined by the Committee. In the Memorandum prepared by Mr. Hayavadana Rao to which reference has already been made, it was argued that, if expenditure on Printing and Stationery is to be reduced and brought down to a normal level, the policy of Government in regard to the handling of printing work should be changed and the understanding that all Government printing work should as a rule be done at the Government Press should give place to the new formula that all printing work of Government should as far as possible be given out on the open tender system to recognised

private presses in the State, subject to the proviso that strictly confidential and other scheduled work should be ordinarily done at the Government Press. If this policy were adopted, he claimed that the savings effected would be substantial and that the need for a Branch Press at Mysore at heavy cost would disappear.

The question raised by Mr. Hayavadana Rao is not a new one. Government in their Order of 23rd January 1919 approved of the policy of throwing open Government Printing work to private presses under certain conditions. This arrangement was in force for some time. For various reasons into which it is not necessary to enter here, the practice of entrusting Government work to private presses was discontinued in 1921, but certain Government Departments, *e.g.*, the University, have been given the option to have this printing work done at private presses.

Apart from the question of policy of fostering the printing industry in the State, the Committee have examined the proposal on its merits as to whether it would conduce to any appreciable savings in expenditure. From the calculations made of the present cost in the Government Press of some of the items of work of the class mentioned in the schedule below and comparing it with what is charged for similar work in private presses, *e.g.*, the Bangalore Press, the Committee have come to the conclusion that it would be, on the whole, fairly economical to turn over to private presses at competitive rates these less urgent works so as to avoid the comparatively heavy overhead and other incidential charges that are inevitable in the Government Press under existing conditions.

The Committee's suggestions in this behalf are as follows:—

(*a*) All work sent by Government from the different Secretariats (except the Railway) and by the Comptroller should, as a rule, be attended to in the Government Press.

(*b*) Confidential work and urgent matter of all departments will also be handled by the Government Press.

(*c*) A Schedule may be prepared of such items of work as may with advantage be transferred to private presses on the open tender system or on periodical contracts, and it should be the understanding that, as a rule, the items mentioned in the schedule should be got done at the least expense to the State. The following is *a provisional schedule of items of work to be ordinarily entrusted to Private Presses*:—

1. Educational Books.
2. All Bulletins of Technical Departments.
3. All works that are now being done free of cost in the Government Press on behalf of Associations or semi-Government Departments, such as Mysore Civil Service Association, Engineers' Association, Horticultural Society, Sanskrit College, Mysore Races, General and Revenue Secretariat Club, Medical College Day, Co-operative, Medical, Forest and other Conferences, etc.
4. Lists of Co-operative Societies.
5. Capital and Revenue Accounts of Government Buildings.
6. Record of Rights work.
7. Lists of schools, lists of candidates for public examinations and forms and registers of the Local Examinations Board.
8. Departmental Manuals except those involving revision or dealing with Laws or Regulations.
9. Reports, Budget Estimates, etc., of District Boards and Local Bodies.
10. Digest of Civil Court Cases and similar work.
11. Chief Court Reports.
12. Works of quasi-commercial and paying departments at Bangalore such as the Government Insurance Department, Electrical Department, etc.
13. Works for which provision for printing is made in the budgets of Agricultural and other departments, such as Agricultural Calendar.
14. Gradation Lists, if they are to be printed.
15. Economic Conference work.
16. Blue Book Journal.
17. As regards the Branch Press at Mysore, the University and the Railway Departments should be at liberty to entrust work to Private Presses.

18. Petty works not exceeding Rs. 25, *e.g.*, Letter-heads of departmental officers.

19. Class examination papers of High Schools and Colleges.

20. The Superintendent may also be empowered to entrust to private presses the printing of Criminal Case Records of the Chief Court and the forms and registers other than those which are *stereos* or *standing* and which cannot be done in the Government Press on account of pressure of other work.

For meeting the cost of the scheduled items of work, suitable provision may be made in the budget of each department on the head of which will devolve the primary responsibility of operating on this grant in consultation with the Superintendent, Government Press.

While the adoption of the arrangement suggested above will undoubtedly result in the reduction of expenditure in the Government Press under piece-work and establishment charges, the Committee have not been able to collect sufficient data to calculate the extent of such saving. They are of the opinion that the transfer of work to the private presses may begin immediately though it may take some time to give full effect to the Committee's recommendations in this behalf. After the new arrangements have been introduced, the items included in the schedule should not ordinarily be done by the Superintendent, Government Printing in the Government Press without the special sanction of Government previously obtained. Retrenchments in staff may be effected, after a couple of years' experience is gained of the working of the new arrangement.

VIII. Efficiency in Machinery Equipment.

13. From a close examination of the existing machinery in the Press, the Committee are inclined to think that some of the machines in use are old and obsolete and require to be replaced. In order to enable the Press to keep pace with the times and get through work with the maximum efficiency, the Superintendent wants to purchase new and labour-saving machinery at an aggregate cost of Rs. 2,11,000 (*Vide* Annexure 'B'). Replacement of old and obsolete machines by up-to-date labour-saving machines is necessary and inevitable and provision should be made therefor in the Press Budget, the actual sum to be allotted being based roughly on the depreciation.

14. *Formation of a Depreciation Fund.*—The Rules in force in the Government of India Printing Presses regarding the Depreciation Fund (*Vide* Annexure 'C') have been examined. The Committee are of the opinion that these rules may be adopted here *mutatis mutandis* provided that it is not necessary to have a depreciation fund account opened in the Comptroller's Books. The Press may keep a Pro-forma account and attach an extract of it to the annual Administration Report. The provision of funds for renewals and replacement of plant and machinery in the Press may, as far as possible, be regulated on the amount at credit in the Pro-forma account.

15. As regards the installation of new labour-saving machinery, the Committee applied the test as to whether the additional equipment would result in a reduction in recurring expenditure and whether the capital outlay would be of a productive character. They recommend on this basis the purchase of a Linotype Composing Machine and two Electric Proof Presses for the Composing Branch and three Automatic Feeders for the Machine Branch, at a total cost of about Rs. 27,000. With this additional equipment, it may be possible to reduce the piece-work grant by about Rs. 5,000 which would represent the saving in man-power and the increased out-turn. But the Superintendent demurs to this proposal. His view is that work executed in the Government Press is often-times of such an emergent nature that additions of labour-saving machinery and the maintenance of staff at the maximum strength would be of great assistance in getting through such work without delay. But the Committee's proposals are all calculated to systematise work in the Government Press and reduction of cost of working should naturally result therefrom.

16. The present arrangement of supply of electrical energy to the machines in the Central Press is uneconomical, as all the machines connected with the

motors (two in number) are not at work simultaneously. There will undoubtedly be material saving in the consumption of electric power if each machine or group of machines at work is connected with a separate motor. The Committee believe that the change above suggested is feasible and that, without much increase of initial cost, an annual saving of about Rs. 2,000 in the consumption of electric power can be effected.

VIII. Revision of Methods of Works.

17. Another factor which contributes to the increase of avoidable expenditure in the Press is the failure on the part of Government Departments to abide strictly by the technical rules of the Press in sending matter for printing. The causes have been analysed by the Superintendent as follows:—

(1) Sending of manuscripts not legible, or prepared in a form contrary to the prescribed rules.

(2) Asking for proofs being furnished on a certain date irrespective of the bulk of the work sent.

(3) Retaining proofs for an indefinitely long time.

(4) Returning them piecemeal with heavy corrections and demanding clean proofs frequently, treating proofs as though they were office drafts, or

(5) Returning them with hardly any corrections in the composed pages but adding further matter and asking for another proof, and retaining it again for a long time, and then

(6) Returning the same at the last moment and asking for printed copies on a definite date giving scarcely sufficient time for the Press to attend to the matter under normal conditions of work.

The Superintendent's contention is that, if the prescribed rules of procedure were strictly followed by all Government Departments sending printing work to the Press and work is not rushed in, the cost would be considerably less than what it is now. An examination of some of the proofs in the Government Press which the Superintendent kindly showed to the Committee convinced them that there was much force in the view put forward by the Superintendent. There has oftentimes been inordinate delay in the return of proofs by Departments involving unnecessary lock-up of matter. In some cases, the interval extended to over five months.

18. To remedy the defects, the Committee suggest the following measures:—

(*i*) *Return of proofs in time*:—In returning the proofs to the Departments concerned for correction, a red slip—vide margin—is being attached to the matter, in which it is stated that the type would be broken up without intimation if the proof was not returned within the specified number of days. As this warning has apparently had no appreciable effect in many cases, the Superintendent should revise the wording of the slip so as to make it clear to the Departments concerned that not only would the types be broken up if the proofs were not returned within the time prescribed but that the same matter would not be re-set thereafter without specific orders of Government. The Superintendent may, however, in his discretion keep the matter without breaking up the type some time longer than the prescribed date if there is a requisition for extension of time from the Departments concerned supported with reasons.

NOTE.

As per Government Order No. G. 14981-90 P. & S. 54-18-2, dated 18th January 1919, this proof is to be returned in.....days with Print Order: otherwise the types will be broken up without any intimation.

(*ii*) *Sending manuscripts in proper form.*—To obviate the sending of bad or illegible manuscripts to the Press for printing, to stop the making of unsystematic corrections in the proofs or the inserting of additional matter in the final proofs much to the detriment of despatch of work and to ensure economy of cost in printing, a set of rules is suggested for adoption by Departments sending matter to the Press for printing. (*Vide* Annexure 'D.') These rules should be strictly enforced.

19. The rules referred to in the previous paragraph provide for most of the proofs being passed for print in the Press itself. It is necessary that the Proof

Readers of the Press should be really efficient in their work. A pass in the Proof-reading Examination, Senior or Junior Grades, should be insisted on in respect of future recruits, as well as for promotion of men in service to higher grades. If the existing Proof Readers in the Press are not the right sort of men to handle work under the altered conditions, they will have to be replaced by more competent men as far as the conditions permit. This is a question affecting the personnel and the Committee prefer to leave it to the Superintendent.

20. The Committee consider that decentralisation should be effected in the management of the various branches of work in the Government Press at Bangalore somewhat on the following lines. Work in the Press may be broadly divided into the following three sections :—

(1) *The Press proper.*—This deals with composing, proof-reading, printing, binding, foundry, etc. This branch should be in charge of a qualified Gazetted Assistant. This is the arrangement at present.

(2) *Accounts Section.*—The account side in the Press seems to require more supervision than it receives at present. The Superintendent urged the appointment of a Financial Assistant to help him in account matters as in the case of the Departments of Agriculture, Forest, Education, etc. While appreciating the need for an Assistant trained in accounts, the Committee do not consider that a Gazetted Officer is required for the internal audit of the Press Accounts. It would be sufficient if an Officer of the status of a Divisional Accountant in the Public Works Department with analogous functions is appointed to look after the accounts work in the Press and help the Superintendent in setting right defects and irregularities in accounts procedure.

(3) *Forms and Stationery Section.*—This branch should be placed under the immediate charge of a Gazetted Assistant to ensure a more effective scrutiny being exercised in respect of printing, storage and supply of Forms and Stationery. It will be the duty of this officer to regulate the supply and distribution of Stationery and Forms according to rules, having regard to economy in cost and to the prevention of waste. The Senior Sub-Assistant Superintendent may be placed solely in charge of this section and with him the Supervisor of the Stationery Depot may be associated in the discharge of these responsible duties.

The different sections of the Press as above enumerated should each be under the direct supervision of the Assistants named, who should be responsible to see that work is carried on with the maximum of efficiency and the minimum of cost and the Superintendent should receive full assistance from these Sectional Assistants. The Superintendent will as hitherto be responsible for the technical get-up of all matter issuing from the Press as a whole and be the final authority in the Press on all technical and administrative questions.

IX. Miscellaneous.

(1) Standardisation of Covers and Note Papers.

21. The Committee observe that there is no uniformity in this respect at present and there is avoidable waste of paper. The Superintendent who carried on correspondence with some of the Heads of Departments about their minimum requirements in this behalf placed before the Committee as many as 34 varieties of covers requisitioned by one of these officers which, if complied with, would consume a lot of paper. The Committee are of opinion that appreciable economies could be effected by arranging to supply covers and note papers to officers in nine standard sizes as noted in the margin, the paper used being brown or white cartridge or badamy, according to requirements, for covers and cream-laid or cream-wove for envelopes, the supply of special note papers and envelopes other than the standard sizes and qualities being limited to the Palace, the Members of Government and the Secretaries for outside correspondence.

COVERS.
Foolscap.
Demy.
Foolscap Folio.
File.
NOTE-PAPERS.
Post quarto.
Large Post Octavo.
Small Post Octavo.
ENVELOPES.
Chit, large post.
Chit, small post.

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(2) Other Proposals for the Saving of Expenditure under Printing.

22. There is some scope for economy if the whole of the *Mysore Gazette* except a few pages of Part I is arranged to be struck off a day or two previous to the day fixed for its issue. The number of pages of the *Gazette* may be reduced by omitting all matter except that the printing of which is necessitated by statute or public interest in general. Departmental advertisements may, if they are to be published in the *Gazette*, be shortened as far as possible and trivial items such as calling for tenders involving small amounts need not be printed in the *Gazette*. Standardised information on matter actually included in advertisements maybe got printed separately and copies supplied at cost price by the departments concerned to tenderers and others interested. Proceedings of Municipalities, District Boards and other Local Bodies might as well be omitted from the *Gazette*.

23. Printing of matter not of importance to a larger class of people may be discontinued—*e.g.*, papers read by Agricultural Inspectors at Departmental Conferences, schedules of establishment long after the due date, large volume of opinion of the Legal Remembrancer, etc.

24. It is suggested that steps should be taken to effect economies in printing in the Secretariats, the Comptroller's Office and the bigger Departmental Offices which order the heaviest printing, *e.g.*, Education, Revenue, Agriculture, Public Works Department, etc. As an instance in point, it may be stated that 30 copies of the Report on the Resource operations of the State for the year 1928-29 were despatched to the Deputy Commissioner of one District for distribution. The distribution of reports of this kind to *all* subordinate offices in the District seems unnecessary. Considerable economies in the printing of departmental reports and the Government reviews seem possible. The Departments should so arrange their printing work that extra charges on account of over time are greatly diminished and that no undue stress is put on the internal economy of the Press. It should be remembered that the Printing Press is essentially a Service Department and the expenditure incurred on it depends primarily on the demands of the various Departments of Government on it. The responsibility for enforcing economy rests largely on the Secretariats and the Comptroller's Office which send the bulk of the matter to the Press. The question of reducing the size and volume of Departmental Administration Reports is well worth consideration in this connection.

25. The system of free printing allowed in the case of work pertaining to semi-official bodies like the Mysore Engineers' Association, Mysore Civil Service Association, etc., may be discontinued and a subvention given to them if necessary for getting their work printed elsewhere.

X. Stationery and Forms.

26. Turning to the questions relating to the supply of stationery articles and printed Forms to offices, the chief defects to be remedied are the following:—

(1) The non-receipt of indents or their belated receipt in the Press.

(2) Omission of essential forms in the original indent and asking for them on some future date when it is too late to print and supply them.

(3) Not claiming the required forms in adequate quantities and asking for increased quantities at some future date when it is absolutely impossible to comply with the request without incurring heavy expenditure.

(4) Preparing indents in a haphazard manner making the identification of Forms difficult and consolidation of indents unsatisfactory.

(5) Not indicating in the indents the essential and non-essential forms and the order in which the forms should be supplied.

(6) Omission on the part of Taluk Offices to send regular indents for all their requirements to the Deputy Commissioners and other Heads of Offices in time.

27. The Committee note that certain remedial measures have already been adopted by or at the instance of the Superintendent. The following proposals are additionally suggested for the consideration of Government:—

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Standardisation of Forms.

28. The Superintendent brought to the notice of the Committee certain practical difficulties experienced by him in giving effect to Government Order No. G. 12285-92—E. A. 7-23-3, dated the 29th February 1924 relating to the Standardisation of Forms. The main difficulty was about maintaining the standard list up-to-date and unless the alterations ordered from time to time were promptly noted in the list, there would be the risk of printing obsolete Forms. The responsibility for maintaining the standard list rests primarily on the departments concerned. When the need for changes in the Standard Form was felt by a department, it should take action without delay to get the rules suitably modified. Proper arrangements should be made in the Stationery Depot for a systematic record of the alterations brought to its notice from time to time.

29. To avoid the waste involved in printing unnecessary Forms, the Superintendent should also report to Government, in the light of experience gained, cases in which the lists appended to orders standardising the forms required alterations. He should see that the rules framed by Government are adhered to. He may, in the course of his inspection, also investigate the need for the demands made on him when heavy supplies of Forms are required by offices. If a requisition came for the supply of a larger number of Forms than what has been prescribed in the standing order, the Superintendent should satisfy himself that a case has been made out for the increased supply and that the requisition has the support of the Head of the Department concerned. If such requisitions are too frequent in any department, he should address Government for the issue of suitable orders for revision of the standard scale of supply.

30. Supply of Forms has so far been standardised in respect of only ten Departments. The Committee consider that early action may be taken to have the standardisation process completed in all the major departments of the State.

31. The Forms and Registers now in use are of different sizes and the mode of printing them seems capable of improvement. The reduction of General and Special Forms into one or two uniform sizes and the printing of the Registers and Forms in an agreed economical manner are likely to result in large saving in printing and the consumption of paper. The work may be entrusted temporarily for six months or a year to a Special Officer who has aptitude for this kind of work.

Supply of Forms direct to Taluk Offices and Treasuries.

32. There is a common complaint that the Forms required for use in Taluk Offices are not supplied to them in time. The present arrangement of supply through the District Offices contributes to some delay and avoidable expense. The Superintendent brought to the notice of the Committee that each District Office has been incurring an expenditure of about Rs. 300 per annum for sending the Forms to Taluk Offices and that it would be economical to send the Forms direct from the Press. To introduce the change which throws some additional work on the Press, a staff of two Invoice Clerks and two Counters at a total cost of Rs. 70 per mensem is stated to be required. The Committee endorse the suggestion. The arrangement may be tried for a year or two.

Supply of Stationery Articles.

33. The revised procedure suggested above in respect of supply of Forms may, in the opinion of the Committee, be adopted with advantage in regard to supply of stationery articles as well with suitable modifications (*vide* Annexure 'E' Rules 11 to 16). Without sanction of competent authority, requisitions for supply over and above the authorised quantity should not ordinarily be made. A ledger may be opened in the Stationery Depot to record the supply of stationery articles made in the past to each office to serve as a guide for regulating further demand. The services of the special staff of Invoice Clerks and Counters proposed in connection with supply of Forms to the Taluk Treasuries may be utilised for the purpose.

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34. Both expenditure and inconvenience at the offices receiving supply of stationery would be minimised if the Superintendent arranges to supply to each office in one consignment the whole of the requirements of the year. The existing arrangement of delivery in instalments involves heavy work of packing, checking and posting of entries both at the Depot and at the offices. The chief difficulty to be contended against in this connection arises from the fact that the articles will not be delivered by the Contractors in the agreed quantities at one time and in one instalment and that it is physically impossible to arrange for a simultaneous supply to all offices from the Press. To get over this difficulty and to reduce work in the Depot, it is suggested that the supply of stationery articles to the different Departments may be spread over the whole year and a suitable calendar of supply may be drawn up indicating the dates of supply to the different Departments. In the first year in which the new arrangement is introduced, an interim supply will have to be made to offices which will have to wait for their annual supply according to the calendar. It is also necessary to insist upon the contractors supplying the articles more promptly than at present.

Revision of the Government Order of 27th May 1904 *re* Supply of Stationery and Forms.

35. The Committee consider that this order requires revision in several respects and that, in view of the long lapse of time since it was passed, it is desirable to issue a fresh comprehensive order for the guidance of all officers. They accordingly propose a revision of this order on the lines indicated in Annexure 'E'. The main features of the amendments proposed are avoidance of unnecessary scriptory work in the preparation of indents in the departmental offices, doing away with the laborious task of annual consolidation of such indents in the Stationery Superintendent's Office and securing of regularity and promptitude in the supply of stationery and Forms to offices. The Committee also consider it desirable to replace the present system of annual indents by standard lists which will be prepared by the Superintendent on the basis of average consumption in the last three years, in accordance with which supplies will as a rule be made in future. Provision should of course be made for the modification of the quantities entered in the standard list according to orders passed by competent authority on the representation of Heads of Offices and for the submission of occasional indents whenever necessary.

Conclusion and Summary of Recommendations.

36. Within the time at their disposal, the Committee have endeavoured to investigate the causes for the rise in the budgets of the Printing and Stationery Depot in recent years and to suggest proposals calculated to steady the cost and improve efficiency in the working of the Department. They believe that, if their recommendations are accepted by Government and are brought into effect, there will be a saving eventually of about Rs. 30,000 annually. The more important suggestions are summarised below:—

I. The normal working hours in the Government Press at Bangalore and Branch Press at Mysore may be changed as proposed and the duration increased from six to eight hours a day or from 36 hours to 45½ hours a week. (Para 6).

II. The scales of piece-work wages in the Press which are over-liberal may be revised. (Para 7).

Piece-work arrangement may be abolished in the Machine and the Binding Branches. (Para 7).

III. The Hour Account system in the Composing and Machine Branches may be abolished and the men now working under the system may be brought on the permanent staff on suitable scales of pay. (Para 8).

IV. Revision of the permanent staff may be sanctioned simultaneously with the introduction of the changes in hours of work herein proposed. (Para 9).

V. Departments of Government should as far as possible avoid sending rush work to the Press and when they do send it, definite instructions as to whether overtime work may be arranged for or not should be given. (Para 10).

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A responsible Officer of Government may be made the Liaison Officer to regulate the transmission of printing work to the Press from the Secretariats and the Comptroller's Office and to avoid Rush Work except under special circumstances. (Para 11).

VI. Works received for printing should be classified into scheduled and non-scheduled works and those coming under the former category may as a rule be entrusted to private presses. (Para 12).

This arrangement may be introduced gradually, suitable reductions in the piece-workers and permanent staff being also effected as vacancies occur, whenever possible. (Para 12).

VII. Old and obsolete machinery in the Press should gradually be replaced by up-to-date labour-saving machines as far as funds permit. (Para 13).

The rules in force in the Government of India Printing Press regarding formation of a Depreciation Fund may be adopted here and the Press may be required to keep a pro-forma account in this behalf. (Para 14).

One Linotype Composing Machine, three Automatic Feeders and three Electric Proof Presses may be purchased for the Press provided there is corresponding reduction in the piece-work grant. (Para 15).

Individual Motors should be installed in the Government Press with a view to effect savings in the electric power and lighting charges. (Para 16).

VIII. Officers sending matter to the Press should be required to comply strictly with the technical rules of the Press in the matter of preparing manuscripts for the Press, correcting proofs, returning them in time, etc. If proofs are not returned within the time allotted, the matter may be broken up and not be re-set without specific sanction from Government. (Para 18).

The Press may be provided with qualified and competent Proof Readers. (Para 19).

The Press establishment may be divided into three different Sections:—

(1) Press Proper,

(2) Accounts Section, and

(3) Forms and Stationery Section, the first and last being under a separate Gazetted Assistant and the second under an officer of the rank of a Divisional Accountant. (Para 20).

IX. Covers and note papers for use in Government Offices may be prepared and supplied in standard sizes indicated, except in the case of the Palace, the Members of Government and the Secretariat. (Para 21).

The system of free printing may be discontinued in the case of semi-official bodies and a subvention given to them. (Para 25).

The list of standardised Forms should be kept up-to-date in the Stationery Depot and proper arrangements should be made to embody in it the alterations made from time to time. (Para 28).

Standardisation of Forms has been done only in respect of ten departments. Action may be taken to have the standardisation completed in the remaining departments also. (Para 30).

The reduction of general and special forms into one or two uniform sizes and the printing of Registers and Forms in an economical manner requires examination. The work may be entrusted to a Special Officer. (Para 31.)

X. Forms may be supplied by the Press direct to Taluk Offices instead of through the Districts. An additional staff of two Invoice Clerks and two Counters at a total cost of Rs. 70 per mensem may be allowed to the Press for a year in the first instance. (Para 32).

Rules suggested in respect of supply of Forms may be applied to supply of stationery articles also. (Para 33).

The supply of stationery articles to different departments may be spread over the whole year and a suitable calendar of supply may be drawn up to ensure economy in supply. (Para 34).

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The Government Order of the 27th May 1904 regarding supply of stationery and forms may be revised as indicated. (Para 35.)

37. The Committee desire to express their acknowledgments to the Secretary, Mr. D. C. Subbarayappa, for the valuable assistance rendered to them in the performance of their work. The care and trouble that he took in preparing the proceedings and drafting the report considerably lightened the Committee's task.

I have the honour to be,

Sir,

Your most obedient servant,

D. C. SUBBARAYAPPA,

Secretary, Press Committee.

ANNEXURE A.

STATEMENT OF PROPOSITION FOR REVISION OF ESTABLISHMENT.

PRESENT SCALE			PROPOSED SCALE				
No. of men	Designation	Average Cost	No. of men	Designation	Average Cost	Increase	Decrease
	COMPOSITORS.	Rs.			Rs.	Rs.	Rs.
	PIECE WORKERS.						
	Service.—						
48	1— 5 years } Uniform average		48	1 to 5 years 2 pies per line ...			
48	6—10 ,, } rate of 3 pies per	28,000	48	6 to 10 years 2½ do ...	21,684		6,316
29	11—15 ,, } line composed.		29	11 to 15 years 3 do ...			
125	Piecework Compositors ...	28,000	125	Piecework Compositors ...	21,684 per	annum	6,316
	HOUR ACCOUNT MEN.						
				Rs.			
28	16—20 years 2 as. 10 pies per hour }		28	16—20 years 30 per mensem ...	840 }		
11	21—25 years 3 as. per hour ... }	19,200	11	21—25 years 32 do ...	352 }		276
11	26 and above 3 as. 2 pies per hour... }		11	26 & above 35 do ...	385 }		
					1,577		276
50	Hour Account Compositors ...	19,200	50	Hour Account Compositors ...	18,924	per annum	276

* Six places in this grade to be abolished on the occurrence of vacancies resulting in a further saving of Rs. 2,520 per annum.

	PRINTERS.						
				Rs.			
21	Machinemen Piecework rates ... }			7 Machinemen 32 per mensem each	224 }		
				6 do 27 do ...	162		
				3 do 22 do ...	66		
		13,500	53	2 Treadlemen 27 do ...	54	6,876	per mensem
				2 do 22 do ...	44		
				1 Handpress 23 do ..	23 }		
32	Assistant Machinemen ,, ... }			6 Assistant Machinemen 12 do ...	72		
				13 do 15 do ...	195 }	6,012	per annum
				13 do 18 do ...	234 }		
53	Machinemen and Assistant Machinemen. ...	13,500	53	Machinemen and Assistant Machinemen.	12,888	per annum	612
	BINDERS.						
				Rs.			
	Service—			10 1— 5 years 7 per mensem.	70		
25	1— 5 years }			18 1— 5 years 8 do ...	144		
21	6—10 ,, }			21 6—10 years 20 do ..	420		
10	11—15 ,, }			10 11—15 years 25 do ...	250		3,877
5	16—20 ,, } Piecework rates ...	28,105	95	5 16—20 years 30 do ...	150		
18	21—25 ,, }			18 21—25 years 30 do ...	540		
8	26—30 ,, }			8 26—30 years 30-1-35 do ...	270		
5	31 & above }			†5 31 & above 35 do ...	175 }		
					2,019		
95	Binders ...	28,105	95	Binders ...	24,228 per annum		3,877

† To be abolished on the occurrence of vacancies resulting in a further savings of Rs. 2,100 per annum.

	ABSTRACT.					
125 Piecework Compositors ...	28,000 }		125 Piecework Compositors ...	21,684 }		6,316
50 Hour Account Compositors ...	19,200 }		50 Hour Account Compositors ...	18,924 }		276
21 Machinemen ... }	13,500 }		21 Machinemen ... }	12,888 }		612
32 Assistant Machinemen ... }			32 Assistant Machinemen ... }			
95 Binders	28,105 }		95 Binders ...	24,228 }		3,877
323 Piecework establishment ...	88,8 5 in 1928-29		323 Piecework and permanent men...	77,721 }		11,081

Note.—Total Savings including all the above=Rs. 11,081 + Rs. 2,520* + Rs. 2,100† = Rs. 15,701.

Increased expenditure due to the increase in the hours of work for the permanent establishment of the two Presses :—

A. As per revision already submitted to Government *vide* proposition Statement :—

	Rs.	
(i) Central Press	25,111	per annum
(ii) Branch Press	2,664	,,
Total ..	5,175	,,
or ...	5,000	in round figures,
Absorbable allowances to those who will not be benefited by the revision already proposed	4,000	
Total ...	9,000	

This will be met from savings in piecework grant, over-time allowances and economies anticipated by the installation of individual motors and rearrangement of interior lighting. (*Vide* Paras 10, 15 and 16 of the Report.)

ANNEXURE B.

MACHINERY REQUIRED FOR THE GOVERNMENT PRESS AS PER INDENT OF THE SUPERINTENDENT.

		Approximate cost. Rs.
	I. FOR RENEWAL AND REPLACEMENT.	
1.	Two Revolution and two ordinary printing machines for Bangalore	30,00
2.	One printing machine for Mysore	10,000
3.	Two Thompson Type Casting Machines	22,000
4.	One Monotype casting Machine (to strengthen the present equipment which is already getting old)	15,000
	II. FOR EXPANSION AND SECURING MORE EFFICIENCY.	
	(a) Composing Branch.	
1.	One Linotype Machine	15,000
2.	Two Electric Proof Presses (one for Mysore)	3,000
	(b) Machine Branch.	
3.	Three additional automatic feeders	9,000
4.	One Rotary perfecting machine	20,000
5.	One Victoria Platen Press	5,000
6.	One Printing machine for confidential room	8,000
7.	One two-revolution printing machine	12,000
	(c) Binding Branch.	
1.	One three-side cutting machine	12,000
2.	One small cutting machine for confidential room ...	2,000
3.	Two Book sewing machines (one for Mysore)	12,000
4.	One Rotary Card-Board cutting machine for Mysore ...	2,000
5.	One automatic knife grinding machine	3,000
6.	One Bracket stripping and Binding Machine	3,000
7.	One Ruling machine which cuts, creases, perforates at the same time as ruling	3,000
	III. FOR NEW DEVELOPMENT.	
1.	Photo zinco and half-tone making plant	25,000
	Total ...	2,11,000

ANNEXURE C.

Rules for the Depreciation Fund in Government Presses.

Preamble.

The object of a depreciation Fund is to provide a reserve sufficient to meet as required the cost of the renewal and replacement of plant, machinery and furniture in order that the Press may be kept automatically in an efficient working condition. Depreciation represents the value of the capital cost of machinery, etc., which has been used in producing the out-turn of the press. The Fund will accordingly contain an amount of money sufficient to replace the capital consumed by normal wear and tear. The cost of petty repairs will not be met out of the Fund, as such expenditure should normally be debited to running expenses, nor will the Fund be applied to extension of the plant and machinery. Otherwise renewals and replacement will be met exclusively out of the Fund. Expenditure in excess of the amount at the credit of the fund is prohibited.

2. (1) The annual receipts of the Fund shall consist of—

(*a*) the amount of depreciation calculated on the value of the plant, machinery and furniture on the books at the beginning of each year and in use in the Press during the year (except items added during the year.)

(*b*) The book value of plant, machinery and furniture written off and removed from the register of dead stock up to the end of October of the year.

(2) The fund shall be treated as a deposit in the Government accounts and receipts due to the fund shall be credited immediately prior to the closing of the accounts of each financial year on the basis of the actual amount of depreciation worked out during the year in accordance with Rule (1).

(3) Budget provision must be made for the amount to be transferred to the Fund.

(4) Interest on the balances in hand from time to time will not be credited to the Fund.

Note.—Interest is not credited owing to the fact that the costing system in Government Presses ıcludes a calculation of interest, nor on original capital value, but on depreciated capital value ıly.

(5) The Fund will be available for the renewal or replacement of articles of plant, ıachinery or furniture to the extent of the amount at credit of the Fund from time to time. ı the case of such articles manufactured in the Press the whole cost of such manufacture ıust be met out of the Fund.

Note.—The whole cost of a type-foundry for example, manufacturing for the press only should e a charge on the Fund, if it is renewing and replacing necessary stocks of type. The cost of a Mechanical Branch should be similarly treated as regards renewals, etc., manufactured in the branch. The cost in such cases is governed by the costing rules.

(6) Budget provision must be made annually in the usual way for all expenditure to be met from the Fund during the year, but provision shall not be made in excess of the amount that will be at the credit of the Fund. The amount budgetted for will be covered by a corresponding deduct entry, *viz.*, amount transferred from the Depreciation Fund. Expenditure from the Fund must be accounted for in the first instance under the appropriate detailed heads subordinate to "46. Stationery and Printing—Government Press." At the end of the year an equivalent sum will be transferred from the deposit head "Depreciation Fund" to "46. Stationery and Printing."

(7) Subject to necessary provision in the Budget, to the powers of the officer concerned to purchase and enter into contracts and to the general control of the *Comptroller of Printing, Stationery and Stamps*, India (Administrative Department of the local Government) Officers in charge of presses are authorised to incur expenditure from the Fund, but no such officer should be permitted or required to spend out of the Fund in excess of the *bona fide* requirements of the press, merely because there is a balance in the Fund or for any other reason.

(8) A statement shall be appended to the annual report of each press showing ;—

(*a*) the amount of the opening balance of the fund,

(*b*) the amount credited to the Fund during the year,

(*c*) expenditure from the Fund during the year, and

(*d*) the balance in the Fund at the close of the year.

ANNEXURE D.

RULES FOR THE PREPARATION OF MANUSCRIPTS AND TRANSMISSION OF WORK AND PROOFS TO THE GOVERNMENT PRESS.

1. Manuscripts for printing should be sent in all cases through the Liaison Officer.

2. All matter sent contrary to this rule will be returned to the office which sent it to the Press.

3. Manuscript which is not in complete and final form will not be set up in type. All matter must be thoroughly edited before being sent for printing in order to obviate material alterations and additions in the proofs.

4. The manuscript or "copy," before it is sent for printing, must be *neatly and legibly* written or typed on *only one side* of the paper. The size of the page in which it should be composed and the number of copies required should be clearly specified after carefully estimating the minimum requirements.

5. The Press will arrange "Copy" in the most economical form in the absence of other clear instructions and will look to the style of setting it but the Departments may, at the time the "copy" is first sent to the Press, give any instructions regarding the style or printing which the Press will endeavour to comply.

6. Instructions subsequently given on proof copies which should have been given initially cannot be complied with.

7. When matter has once been set up in the Press, it cannot, except in very special circumstances, be altered in type or size.

8. No proof will ordinarily be supplied when the manuscript is clear, type-written or a reprint. In important cases, however, where proofs are desired, not more than two proofs will be sent, except for special reasons which should be clearly explained.

9. Proofs sent by the Press should be returned direct to the Press in the time specified by the Superintendent. If they cannot be returned by that time, the time when they will actually be sent should be intimated to him.

10. After the expiry of this period, type will not be kept standing without any intimation being given to the Department concerned. The work will not also be reset after its type is distributed without the specific sanction of Government.

ANNEXURE E.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

Rules for the supply of Stationery and Forms to Public Offices.

NO. G. 6011-60, DATED BANGALORE, 27TH MAY 1904.

Existing.

ORDER.—In supersession of the rules issued under Government Order No. 12810-45—Mis. 2715, dated the 1st April 1898, the Government of His Highness the Maharaja are pleased to prescribe the following Rules for regulating the supply and consumption of Stationery and Printed Forms in the Public Offices in the State:—

Stationery.

1. All the Stationery for Public Offices will be supplied (as hitherto) from the Mysore Government Stationery Depot at Bangalore. A list of articles supplied by the Stationery Depot showing the departments for which they are provided, will be found in Appendix A.

2. The Superintendent of Stationery has no authority to add to, or subtract from, this list without the orders of Government.

3. No articles whatever of Stationery which are included in Appendix A shall be obtained for public use by local purchase, by any officer entitled to indent upon the Stationery Depot, without the previous sanction of Government.

4. A list of officers authorised to indent on the Stationery Depot and obtain their supplies free of charge is given in Appendix B attached.

5. Appendix C attached, contains a list of officers who are entitled to obtain supplies from the Stationery Depot on payment (book adjustment).

6. The Superintendent is not bound to supply the officers in Appendix C to the full extent of their indents, when (he) doing so will interfere with the requirements of officers in Appendix B.

7. Any other officers requiring articles from the Depot must obtain the previous sanction of Government.

8. Annual (estimates) are not required (from officers;) but when an unusually large consumption of any article or paper in any particular year is anticipated, intimation shall be given by the officers concerned to the Superintendent of Stationery not later than (the 1st December of the previous official year in the case of Europe articles,) and 15th of January (in the case of country articles;) stating the purpose for which they are required and other necessary particulars.

Proposed.

ORDER.—In supersession of the Rules issued under Government Order (No. G. 6011-60, dated the 27th May 1904), the Government of His Highness the Maharaja are pleased to prescribe the following rules for regulating the supply and consumption of Stationery and Printed forms in the Public Offices in the State:—

Stationery.

1. All the Stationery for Public Offices will be supplied from the Mysore Government Stationery Depot at Bangalore. A list of articles supplied by the Stationery Depot showing the departments for which they are provided will be found in Appendix A.

2. No change.

3. No change.

4. No change.

5. No change.

6. Omit.

7. Any other officers requiring articles from the Stationery Depot (whether by payment or free of charge) shall obtain the previous sanction of Government.

8. Annual (estimates) are not required but when an unusually large consumption of any article or paper in any particular official year is anticipated in any department, the head of that department should report the circumstances to Government and with their sanction intimation not later than 1st May of the previous official year should be given to the Superintendent of Stationery stating the articles required and the purpose for which they are required and other necessary particulars.

9. The kinds of paper and the purposes for which they are to be used are specified in Appendix A.

9. Omit.

10. Officers should be careful to indent for only as many blank books as are absolutely necessary stating fully the purpose for which they are required. The sizes and kinds of paper for such blank books are specified in Appendix A.

10. No change.

11. (Indents for Stationery shall be prepared in the Form given in Appendix D and shall contain all the information required by the instructions given therein. Forms of indents shall be supplied by the Superintendent of Stationery on application).

11. (*a*) A standing list containing names of all offices to which Stationery is supplied with names and quantities of each article of Stationery to be supplied shall be maintained in the Stationery Depot and the annual supplies shall be made in accordance with this list. (For the preparation of the standing list in the first instance, the following subsidiary instructions are issued).

1. The Superintendent of Stationery shall prepare a list on the basis of the average consumption of the previous three years preceding the 30th June 1929-30.

2. Extracts from this list shall be sent to each Head of the office concerned and also extracts of list relating to all subordinate offices to the Heads of Departments in other than the Revenue Department and to the Deputy Commissioners in the Revenue Department.

3. The Head of the Office shall, on receipt of the extract, verify his actual requirements with the supplies as calculated by the Superintendent of the Stationery Depot and indicate the quantities shown in excess of requirements and also quantities required in excess of that allowed by the Superintendent. When quantities in excess of the Superintendent's figure are claimed, the data on which such claim is made shall be stated in detail. (Only the establishment as sanctioned by Government shall be taken into account for fixing the scale).

4. The extract with this memo of additions and deductions shall be submitted to the Head of the Department or the Deputy Commissioner as the case may be who shall scrutinise the same and sanction the final standing list in consultation, if necessary, with the Superintendent of Stationery and communicate it to him and the Head of the office concerned.

(*b*) Whenever a new office is created under the sanction of Government or when an existing office is abolished, intimation shall be given to the Superintendent of Stationery who shall make the necessary corrections to the standing list, the standard of requirements being fixed by him in consulation of the Head of the Department or the Deputy Commissioner concerned.

12. Indents shall be for the official year following, and shall be based on the average of the actuals of the two official years preceding that in which the indent is submitted.

12. On the 15th of July of every year a list showing the actual quantities consumed in the previous year, of each kind of stationery article shall be posted to the address of the Superintendent of Stationery.

13. The actual consumption of all articles of Stationery (whether indented for or not) in the two previous years shall be shown in the columns provided for the purpose in the Form. These figures must be entered with great care as the annual budget of Stationery is based on them.

14. In the column of "Remarks" an explanation of any large differences in the consumption and quantity of articles indented for (columns 6 and 9) shall be fully given.

15. Supply of articles not specified in Appendix A shall be made only with the previous sanction of Government.

16. Appendix E contains lists of articles issued on a fixed scale and such as are issued for stated periods. Indents for the former class of articles shall only be complied with within the scale prescribed. The second class of articles shall not be issued until after the period for which they are required to last has expired, and then only on being covered by a certificate in the following form.—

"I certify that I have personally ascertained that the articles have been actually lost (or worn out by fair usage or destroyed by excusable accident)."

17. It shall be incumbent on indent officers to see that articles or periodical issue or issued to subordinates only in exchange for such as have become unserviceable, or can be satisfactorily accounted for.

18. All such articles as are lost or broken must be replaced at the expense of the party through whose carelessness the loss or injury may have arisen.

19. All old and unserviceable articles should be sold by public auction and the proceeds credited to Government, the particulars being intimated to the Superintendent of Stationery.

20. The Indents for Stationery and printed forms from the undermentioned officers may be transmitted direct to the Superintendent of Stationery:—

1. Government Secretaries of various Departments.
2. Registrar, Chief Court.
3. The Comptoller to Government.
4. The Excise Commissioner.
5. The Inspector-General of Police.
6. The Senior Surgeon and Sanitary Commissioner in Mysore.
7. The Inspector-General of Prisons.
8. Do do Education.
9. The Conservator of Forests.
10. The Secretary, Insurance Committee.
11. The Inspector-General of Registration.

13. The actual consumption of all articles of stationery in each year shall be totalled and shown in the Issue Register of each office and a certified copy of this total shall be furnished each year to the Superintendent of Stationery.

14. Supplies shall be made to all the offices in rotation in the months specified against each office in the standard list.

15. Supply of articles not specified in Appendix A shall be made only with the previous sanction of Government and in accordance with Government Order No. G. 2805-7—G. M. 7-7, dated 19th November 1904 and G. O. No. G. 5047-9—G. M. 142-07-5, dated 26th February 1908, authorising the Superintendent to make small purchases for casual supplies.

16. Appendix E contains lists of articles issued on a fixed scale and such as are issued for stated periods. The former class of articles shall only be complied with within the scale prescribed. The second class of articles shall not be issued until after the period for which they are required to last has expired and then only after the old articles are returned to the Stationery Depot as per Government Order No. G. 25240—P. & S. 78-18-4, dated 8th May 1919, and if the article is not available for return, only on being furnished with a certificate in the following form.—

"I certify that I have personally ascertained that the articles have been actually lost or worn out by fair usage or destroyed by excusable accident."

17. No change.

18. No change.

19. No change.

20. Omit.

12. The Survey and Settlement Commissioner.
13. The Revenue Commissioner.
14. The Superintendent, Inam Settlements.
15. The Director of Meteorology.
16. The Director of Statistics.
17. Military Assistant to Government of Mysore.
18. The Chief Commandant, Mysore State Troops.
19. The Principal, Central College.
20. The Director of Archaeological Researches in Mysore.
21. The Superintendent, Government Press.
22. The Superintendent of Stationery.
23. The President, City Municipality, Bangalore.
24. Do do Mysore.
25. The Private Secretary to His Highness the Maharaja.
26. The Palace Controller.
27. The Durbar Physician.
28. The Deputy Commissioners of Districts.
29. The Government Advocate.
30. The Examiner, Public Works Accounts.
31. The Superintendent, Government Gardens.
32. The Superintendent, Government Museum.
33. The Secretary to the Board of Examiners.
34. The Agricultural Chemist.
35. The Officer in charge of Ethnographic Survey.
36. The Chairman, Board of Trustees for the Improvement of the City of Mysore.

21. Indents of the following officers shall be transmitted through the Heads of their departments who will carefully check, countersign and forward them to the Stationery Superintendent:—

21. Omit.

Through the Chief Court.

District and Sessions Judges.
Sub-Judges.
Munsiffs.
Public Prosecutors.
Law Reporter.

Through Chief Engineer.

Superintending Engineers.
Executive Engineers.
Resident Engineer, Cauvery Power Scheme.
Chief Electrical Engineer.
Assistant Engineers, Sanitary Range.

Through Deputy Commissioners.

Sub-Division Officers.
Assistant Commissioners.
Presidents of District and Presidents of Municipalities other than Bangalore and Mysore Cities.

Through Inspector-General of Police.

Police Superintendents.
Assistant Superintendents of Police.

Through Comptroller.

Treasury Officers.
Superintendent of Stamps.
Officer in charge, Stamp Manufactory.

Through Conservator of Forests.

Deputy and Assistant Conservators.
Sub-Assistant Conservators.
Forest Settlement Officer, Kadur and Chitaldrug.

Through Inspector-General of Prisons.

Superintendent of Jails.
Officers in charge of Lock-ups.

Through Senior Surgeon.

The Surgeon in charge of Victoria Hospital.
Civil Surgeons.
Chemical Examiner and Bacteriologist.
Officer in charge of Government Eye Infirmary.
Assistant Surgeons.
Deputy Inspectors of Vaccination.
Medical Officer in charge of Jails.

Through the Inspector-General of Registration.

District Registrars.
Special Sub-Registrars.

Through Inspector-General of Education.

Curator, Government Book Depot.
Do do Oriental Library.
Honorary Secretary, Industrial School, Mysore.
Assistant to the Inspector-General of Education.
Inspecting officers of Education Department.

Through Military Assistant to the Government of Mysore.

Superintendent, Amrit Mahal Department.

22. Whenever any Head of Department requires the supplies due to officers subordinate to him to be sent to his office, consolidated requisition for all such subordinate offices shall be forwarded together with the separate minor indents.

22. Omit.

23. The Indents should always be submitted by the Indenting Officers referred to in para 21 to the Heads of their respective Departments in duplicate by the 15th January preceding the official year for which the supplies are needed. The Heads of Departments will check, countersign and transmit the same to the Superintendent of Stationery by the 15th February following.

23. Omit.

24. In checking the Indents referred to in Rule 23, the Heads of Departments will carefully revise them :—

i. by comparison of the stock consumed in each office with the consumption of previous years and with the expenditure of kindred offices.

ii. by comparison with the number of clerks using stationery and with the allowance scale.

iii. by a reference to the date of the last supply of articles which are issuable only after the expiry of the minimum period they are required to last.

24. Omit.

25. The countersigned indent should show in red ink any corrections or reductions which might be made by the Heads of Departments.

25. Omit.

26. The establishment given in the distribution statement in the indent shall be a counterpart of the annual schedule of establishment submitted to the Comptroller in so far as regards the number of officers and officials using stationery. As this is the only check in the hands of the Superintendent of Stationery for regulating the supply of articles issued on a fixed scale, accuracy is essential. Clerks shall on no account to be shown as accountants or *vice versa*.

26. Omit,

27. On the indents being finally passed, intimation will be given by the Superintendent of Stationery of the dates on which the supplies will be issued from the Depot.

27. The Superintendent of Stationery shall give intimation to the Offices in Bangalore of the dates on which the supplies will be issued from the Depot.

28. The officers in Bangalore will, on the date fixed for each of them, depute a responsible person to attend the Depot and to take charge of the supplies. The name and designation of the person so deputed shall be entered in the authority that may be granted him by the Head of his office to receive the supply. Objections, if any, must be made before the supplies are removed from the Depot. Bottles, boxes, etc., lent for convenience of the removal of their contents from the Depot, must be returned.

28. The officers in Bangalore will on the date fixed for each of them, depute a responsible person to attend the Depot and to take charge of the supplies. The name and designation of the person so deputed shall be entered in the authority that may be granted to him by the Head of his office to receive the supply. Objections, if any, must be made before the supplies are removed from the Depot. Bottles, boxes, etc., lent for convenience of removal of their contents from the Depot must be returned.

29. In the case of other offices, the Superintendent of Stationery shall advise the indenting officer when and how his supply of Stationery and forms has been despatched, noting particularly the address (which shall be copied from the label on the indent) to which it has been consigned. Should there be any error in the address so notified or should the consignment not reach its destination in the due course, the indenting officer shall, in communication with the Superintendent of Stationery, immediately take the necessary steps for the correction of the mistake.

29. In the case of other offices, the Superintendent of Stationery shall advise the officer concerned when and how his supply of stationery and forms has been despatched noting particularly the address which shall have been furnished previously to which it has been consigned. Should there be any error in the address so notified or should the consignment not reach its destination in due course, the receiving officer shall, in communication with the Superintendent of Stationery, immediately take the necessary steps for the correction of the mistake.

30. On arrival of the supplies the indenting officer shall have the packages placed in a dry and properly protected place. They shall then be opened at once and the contents verified with the Invoice in the persence of the Indenting Officer or of some one appointed by him, who shall certify to the fact at the foot of the receipt. The receipt shall then be signed and immediately trans-

30. On arrival of the supplies, the receiving officer shall have the packages placed in a dry and properly protected place. They shall then be opened at once and the contents verified with the Invoice in the presence of the receiving officer or of some one appointed by him, who shall certify to the fact at the foot of the receipt. The receipt shall then be signed and immediately transmitted to the Superintendent

mitted to the Superintendent of Stationery with details of any missing articles. The transmission of the receipts must not be delayed pending reference to the Stationery Depot regarding short or excess delivery which should form the subject of separate correspondence.

31. In the unavoidable absence of the Head of the Office, the packages shall be opened by the Manager or Head Clerk and the certificate shall be signed by the officer who supervises the opening of the packages and countersigned by the Head of the Office.

32. The complaints as to the quality of supplies received shall be accompanied by one average sample of the article in question duly attested by the complaining officer as being part of the supply furnished by the Stationery Depot on a specified date, particulars as to the marks on the articles or the covering of the packages being also reported. To prevent fraudulent substitution of other than Government supplies, such complaints can only be admitted when preferred within three days of the opening of the cases. Whenever the receiving officer may have reason to consider that the packing has been improperly or carelessly performed (whether actual injury has resulted therefrom or not) he may intimate the same mentioning reasons for his opinion with suggestions for future prevention; and in cases of damage in transit, the cause thereof which may be apparent should be communicated.

33. Packing cases received from the Stationery Depot shall be sold and the proceeds credited to Government under "STATIONERY".

34. Whenever the provisions of these rules have not been strictly observed, the officer at fault shall be held responsible for the value of all articles lost or damaged on that account.

35. The stores of Stationery and forms received from the Stationery Depot should be placed in charge under lock and key of either the Head Clerk or Manager of the Office.

36. Three separate books, Appendices F. 1. and F. 2. and K. one showing the receipts, another showing the issue of Stationery and printed forms, and the third showing periodical issues of Stationery, shall be maintained in each office.

37. Each supply of stationery and forms shall, immediately on receipt, be entered in the receipt books and issues therefrom regularly posted.

38. The issues shall be totalled up on the last day of each month and balance struck. The books shall be examined and initialled once a month by the Head of the Office or by some person appointed by him for the purpose and the balance as shown in the book verified with the actual balance in hand once a quarter.

of Stationery with details of any missing articles. The transmission of the receipt must not be delayed pending reference to the Stationery Depot regarding the short or excess delivery which should form the subject of separate correspondence.

31. In the unavoidable absence of the Head of the Office, the packages shall be opened by the Sheristedar, Manager or Head Clerk and the certificate shall be signed by the officer who supervises the opening of the packages and countersigned by the Head of the Office.

32. Complaints as to the quality of supplies received shall be accompanied by one average sample of the article in question duly attested by the complaining officer as being part of the supply furnished by the Stationery Office on the specified date, particulars as to the marks on the articles or the covering of the packages being also reported. To prevent fraudulent substitution of other than Government supplies, such complaints can only be admitted when preferred within three days of the opening of the case or package. Whenever the receiving officer may have reason to consider that the packing has been improperly or carelessly performed (whether actual injury has resulted therefrom or not) he may intimate the same mentioning reasons for his opinion with suggestions for future prevention; and in cases of damage in transit, the cause thereof which may be apparent should be communicated.

33. Packing cases such as boxes or gunnies received from the Stationery Depot shall be sold and the proceeds credited to Government under "Stationery Receipts."

34. No change.

35. The stores of Stationery and forms received from the Stationery Depot should be placed in charge under lock and key of either the Sheristedar, the Head Clerk or the Manager of the Office.

36. No change.

37. Each supply of stationery and forms shall, immediately on receipt, be entered in the receipt book and issues posted into it from the issue register every month regularly.

38. Each item of issue entered in the issue register shall be attested by the clerk taking it. The issues shall be totalled up on the last day of each month and carried to the receipt book and balance struck. The books shall be examined and initialled once a month by the Head of the Office. The balance as shown in the book shall be verified with the actual balance in hand once a quarter by the ministerial head, and annually in July by the Head of the Office when intimating the stock and total of issues to the Superintendent of Stationery.

39. The average annual consumption shown in the register shall be followed in furnishing figures to the Superintendent in the indent.

39. Omit.

40. Any wilful wastage or extravagance on the part of the subordinates using stationery, which may be apparent to the Manager or Head Clerk of an office, should be brought to the immediate notice of the Head of the Office.

40. Any wilful wastage or extravagance on the part of the subordinates using stationery which may be apparent to the Sheristedar, Manager or Head Clerk of an office should be brought immediately to the notice of the Head of the Office.

41. The receipt and issue registers maintained in any office, may at any time be called for by the Superintendent of Stationery for examination or for the purpose of verifying the indents.

41. The receipt and issue registers maintained in any office may at any time be called for by the Superintendent of Stationery for examination.

42. All supplies shall be *bona fide* charge for the year in which the issues are made, and indents not complied with in full at the close of the year will be considered cancelled. The requisition for articles of periodical issues only, so unsupplied, may, if necessary, be renewed in the following year's indent.

42. Omit.

43. Indents for printed forms are to be made only in the printed form of indent (Appendix G), copies of which will be supplied from the Stationery Depot.

43. A standing list containing the names of all offices to which forms are supplied with number, name and quantities of each form to be supplied shall be maintained in the Stationery Depot and annual supplies shall be made in accordance with this list. For the preparation of the standing list in the first instance the following subsidiary instructions are issued :—

1. The Superintendent of Stationery shall prepare a list on the basis of the average consumption of the previous 3 years preceding the 30th June 1929-30.

2. Extracts from this list shall be sent to each Head of the office concerned and also extracts of lists relating to all subordinate offices to the Heads of Departments in other than the Revenue Department and to the Deputy Commissioners in the Revenue Department.

3. The Head of the Office shall, on receipt of the extract, verify his actual requirements with the supplies as calculated by the Superintendent of the Stationery Depot and indicate the quantities shown in excess of requirements and also quantities required in excess of that allowed by the Superintendent. When quantities in excess of the Superintendent's figure are claimed, the date on which such claim is made shall be stated in detail.

4. The extract with this memo of additions and deductions shall be submitted to the Head of the Department or the Deputy Commissioner as the case may be who shall scrutinise the same and sanction the final standing list in consultation if necessary with the Superintendent of Stationery and communicate it to him and the Head of the Office concerned.

(b) Whenever a new office is created under the sanction of Government or when an existing office is abolished, intimation shall be given to the Superintendent of Stationery who shall make the necessary corrections to the standing list, the standard

44. These indents should be in the case of the officers referred to in para 21 be submitted in duplicate to the Head of the Department to which the indenting officer belongs, who will countersign and forward the same to the Superintendent of Stationery by the 31st March preceding the official year for which the forms are required.

45. Indents for forms will be subject to the same kind of check as Stationery Indents by the Head of Department with reference to the amount of business done in each office, the quantity expended, the balance on the annual consumption in cognate offices.

46. The authorised scale and prescribed forms should not be deviated from nor should any new forms except departmental ones prescribed by the Heads of Departments, under the authority of any rule or regulation in force, be introduced without the previous sanction of Government. Heads of Departments should quote such authority in their indents or requisitions.

47. Printed addresses on covers and printed headings containing a few words only shall be entirely discontinued, except such as are specially ordered by Government in the General Department.

48. Each form or register shall be numbered consecutively and the number once given to a form or register must not be altered as it is by this number that it is known in the Stationery Depot and the Government Press.

49. Heads of Departments after examining and revising the indent will enter the quantity passed by them and countersign and forward the indents to the Stationery Depot before the due date.

50. In the case of forms newly introduced under the provisions of Rule 46, sample forms of the proper size must accompany the indent. These will be printed on the kind of paper prescribed therefor in the appendix. If in any case, forms on special paper are required, the indenting officer must specify his reasons fully in his indent.

51. Where an officer has several offices subordinate to him, issues of forms to these in bulk shall be made on indents (Appendix J) and entered in the register at the Head Office. Separate receipt and issue books shall be maintained in each subordinate office and a quarterly return showing consumption and balance in the form given in Appendix H shall be submitted by each subordinate office to the Head office. In departments in which Subordinate offices are regularly and systematically inspected, a personal examination of the registers by the inspecting officer may take the place of the quarterly return.

of requirements being fixed by him in consultation with the Head of the Department or the Deputy Commissioner concerned.

43A. On the 15th July of every year a list showing the actual quantities consumed in the previous year of each kind of form and register shall be posted to the address of the Superintendent of Stationery.

44. Delete.

45. Delete.

46. The authorised scale and prescribed forms should not be deviated from, nor should any new forms except departmental ones prescribed by the Heads of Departments under the authority of any rule or regulation in force be introduced without the previous sanction of Government. Heads of Departments should quote such authority in their requisitions.

47. Omit.

48. Each form or register to be printed in the Government Press shall be numbered consecutively, and the number once given to a form or register should not be altered as it is by this number that it is known in the Depot and the Government Press.

49. Omit.

50. In the case of forms newly introduced under the provision of Rule 46 sample forms of the proper size must accompany the requisition. These will be printed on the kind of paper prescribed therefor in the Appendix. If in any case forms on special paper are required, must be fully syecified in the requisition.

51. Omit.

52. Every printed form shall bear (in small type) in a corner of it a letter indicating its class, its number, the number of copies struck and the date of printing, a separate series of numbers being given to each class of forms. Thus a Revenue form would be numbered "Revenue 1—2,000—9-3-03." The number of the form shall be invariably quoted in the registers as well as in the indents.

52. Every printed form shall bear (in small type) in a corner of it a letter, indicating its class, its number, the number of copies struck, and the date of printing, a separate series of numbers being given to each class of forms. Thus a Revenue form would be numbered "Revenue 1—2,000—9-3-03." The number assigned to the form or register shall invariably be quoted in the requisition to the Press.

53. A book file with a sample of each form in use shall be maintained in each office or department of an office by the subordinate in charge of the forms. In this, all modifications of forms ordered from time to time shall be at once noted.

53. No change.

54. All printed forms in charge of the clerk shall, where possible, be kept in a separate room or on shelves properly arranged, each description of form being kept apart or in a separate bundle, which, to facilitate identification, shall be labelled with the name and number of the form. Care shall be taken to prevent damage to the forms while in store.

54. No change.

55. All the forms and registers required by indenting officers for their use and those of their subordinate offices, shall, in order to avoid throwing unnecessary work on the Press by printing forms of the same kind several times in a year, be included in the annual indent alone. Heads of offices shall not indent for forms and registers during the interim on dockets, save under exceptional circumstances, and the Superintendent of Stationery is not bound to comply with such special requisitions without sufficient explanation as to the necessity therefor being furnished by the indenting officer.

55. No change.

56. Save on exceptional cases, no forms shall be printed unless at least 100 copies are required.

56 Omit.

57. Old and obsolete forms shall wherever possible be utilised for covers and packing purposes. When such forms cannot be put to any other use, they shall be written off. But when otherwise utilised they shall be entered as stores received under the heading of the paper on which they are printed and issues therefrom posted under that heading.

57 No chang

Examination of stock.

Examination of stock.

58. Shortly before the submission of the annual indent, the head of each office shall examine his stock of stationery articles, forms, etc., with the book balance and certify to the fact at the foot of the annual indent in the form appended thereto (*Vide* Appendix D). In case of excess or deficiency in any article, a statement in the form laid down in Appendix I shall be submitted along with the indent and the instructions of the Superintendent of Stationery taken.

58. The head of each office shall examine his stock of stationery articles, forms, etc., with the book balance and send a statement in the form laid down in Appendix H to the Superintendent of Stationery on or before the 15th July to enable the Superintendent to regulate the supplies of the year. All modification in the standing list maintained in his office will, however be made only under orders passed by competent authority.

59. The value of any deficiencies in stock which have not been accounted for satisfactorily shall be recovered by the head of the office from the person responsible and

59. No change.

credited to Government. The Superintendent shall in all such cases, be furnished with Treasury receipt.

60. Advantage shall be taken of the annual examination of stock to inspect the condition of such articles as the following in the possession of subordinates :—

Ink stands,
Pen-knives,
Scissors,
Hones,
Strops,
Colour boxes,
Rulers, etc.

The opinion of the head of the office in regard to these shall be recorded in order that the quantity of such articles to be indented for may be determined.

61. In the case of broken or missing articles, when the damage or loss is attributed to carelessness, the value shall be recovered from the party responsible.

62. Damaged or surplus stationery articles shall be disposed of in accordance with instructions to be obtained from the Superintendent of Stationery.

63. If it is apprehended that any article will deteriorate before coming into use, the instructions of the Superintendent as to its disposal shall be obtained without delay.

General.

64. When the quantity of any store or stationery indented for is not more than the average of consumption for the preceding two years, the Superintendent shall supply full quantity. When the indent for a larger quantity and satisfactory reasons are given for the increase, the Superintendent may comply with it provided that the value of such excess does not exceed Rs. 200 and that he considers the reasons given for such excess are satisfactory. If the value of such excess exceeds, Rs. 200, the Superintendent must obtain the previous sanction of Government before complying.

65. Supplementary indents for the whole office either for stationery or printed form shall as far as possible be avoided. If annual indents are carefully framed, all expenditure can, except in rare instances, be foreseen. The Superintendent may comply with any supplementary indent provided he is satisfied with the explanation of the indenting officer and subject to limitations, provided in Rules 45 and 64.

66. The Superintendent of Stationery shall bring to the notice of Government any serious neglect or a breach of these rules.

60. Advantage shall be taken of the annual examination of stock to inspect the condition of such articles as the following in the possession of subordinates :—

Ink stands,
Pen-knives,
Scissors,
Colour boxes,
Rulers, etc.

and the opinion of the head of the office in regard to these shall be recorded.

61. No change.

62 No change.

63. No change.

General.

64. When any stationery article or form claimed is more than the quantity annually supplied as per standing list, the Superintendent shall supply the quantities in full provided that the value of such excess does not exceed Rs. 200 and that he considers the reasons given for such excess are satisfactory. If the value of such excess exceeds Rs. 200, the Superintendent must obtain the previous sanction of Government before complying with the requisition.

65. Omit.

66. No change.

Chief Secretary to Government.

APPENDIX A.

Articles supplied by the Stationery Office and the Departments for which they are provided (Rule I).

Serial No.	Description of articles	Department for which it is provided	Remarks
1	Imitation Hand-made, 12 lbs....	For printing Certificates of the University, sannads, etc.	
2	Tub-size, Cream Wove, highly glazed 28 lb	To print letter forms of the Palace, Huzur Secretary, Dewan and Members of Council.	
3	Cream Laid "Original Government" quality, glazed 28 lbs....	Do do	
4	Cordelia Cover Paper (40 and 60 lbs. ...	Press for printing covers for Bulletins, Educational books and registers, etc.	
5	Glazed Tinted Cover Paper 40 lbs. ...		
6	M. G. Pressings of different tints, 40 and 60 lbs.		
7	Art cover paper of different tints, 40 and 60 lbs.		
8	White Cartridge, 40 and 45 lbs...	For printing Comptroller's Disbursement Registers, and for examinations for drawing purposes.	
9	Imitation Art Paper, 56 lbs. ..	For printing Educational Books and illustrations.	
10	Baskerville Note Paper ...	To print Letter Heads and Envelopes for Palace Huzur Secretary, Dewan and Members of Council.	
11	Do Envelopes		
12	Carrara Note Paper ...	Do do	
13	Do Envelopes		
14	Asoka Blotting paper, 38 lbs. ...	To be supplied for the Palace, Huzur Secretary, Dewan and Members of Council.	
15	Blotting paper, pink, 30 lbs. ...	General supply.	
16	Typewriting paper, thick 5 lbs.		
17	Do thin 3 lbs.		
18	Typewriting Carbon papers	Do	
19	Ink Carbon paper		
20	Pencil Carbon paper		
21	M. M. Azure Laid (Conqueror quality) 44 lbs. ...	Press for printing forms and registers.	For records to be preserved for 12 years or more.
22	M. M. Azure Laid (Usual quality) 44 lbs.		
23	Do do 32 lbs. ..	Do do	
24	Do do 26 lbs.		
25	Do do 15 lbs. ...	Supplies to Courts for writing judgment.	
26	Cream Laid Foolscap, Draft 10 lbs.	General supply.	
27	Cream Laid Foolscap, Draft 12 lbs.	Supplies to be made for the Local Examinations.	
28	Printing Single Royal 23 lbs.		
29	Do Double Demy 36 lbs.	Press for printing registers and forms and blank books.	
30	Do do Crown 30 lbs.		
31	Do do Foolscap 20 lbs.		
32	Do do do 16 lbs.		
33	Printing Double Foolscap (Rough) 14 lbs.	For printing Gazette.	
34	Brown Cartridge, Super Royal 30 lbs.	General supply for covers and packing.	
35	Do do 20 lbs...	Press for printing forms and registers.	
36	Badamy Royal, 16 lbs. ...	Press for printing forms.	
37	Do Demy, 14 lbs. ...	General supply.	
38	Do Double Foolscap 16 lbs.	Press for printing forms	
39	Do Cartridge 48 lbs.	Press for printing facing sheets of Files for Secretariats.	
40	Do do Foolscap 25 lbs.		
41	Colour papers, 20 lbs. ...	Press for printing P. W. forms, Forest Receipt books, etc.	

APPENDIX A.—*continued.*

Serial No.	Description of articles	Department for which it is provided	Remarks
42	Drawing paper, Double Elephant ..	Public Works, Railways and Other Departments where necessary.	
43	Drawing paper, Imperial ...		
44	Section paper, Demy		
45	Tracing paper		
46	Graph paper ...		
47	Marble paper, Royal ...	Press for covers to blank books and registers.	
48	Featherweight paper, white, 20lbs.	For special Book works.	
	STATIONERY ARTICLES.		
49	Steel Pen Nibs ...	General supply.	
50	Pen holders ...	Do	
51	Needles ...		
52	White tape, English		
53	Red tape do		
54	Blue tape, woolen ...	Palace Huzur Secretary, Dewan and Members of Council.	
55	Thabalak thread ...	General supply.	
56	Thread white	Do	
57	Blue Black Ink powder ...		
58	Red Ink powder		
59	Black Lead pencils	Secretariat and other Heads of Departments for drawing purposes.	
60	Copying pencils ...	For Gazetted Officers.	
61	Coloured pencils, red and blue...	Do	
62	Blotting pads	General supply.	Once in two years
63	India Rubber	For Gazetted Officers.	Once in four years
64	Penknives	General supply.	Do
65	Scissors	For Gazetted Officers.	Do
66	Green baize	General supply.	
67	Candles	Do	
68	Ink Glasses, metal cap ..	Do	Will be issued at the rate of one per Head of Office and one for every full set of five clerks subject to a maximum of four candle shades for any one Office.
69	Candle Sticks		
70	Round Ink Stands with two porcelain ink wells ...	For Gazetted Officers.	
71	Round wooden baselets with Ink pots and glass ..	General supply.	
72	Rulers ..	Do	
73	Finger Printing Apparatus ...		
74	Ribbons ..		
75	Paper weights	Heads of Offices.	
76	Cotton tags	Secretariats and Heads of Departments.	
77	Liquid Gum Bottles ...	Do	One bottle per annum.
78	Gloyor Grip Fix Gum bottles ...	Do	
79	Long cloth	Press and Survey Department for mounting maps.	
80	Sheep skin	Press for binding books.	
81	Cloth centred paper ...	For preparing File boards.	
82	Straw boards	For Press and Secretariat.	
83	Paste do ...	Press.	
84	Card do ..		
85	Ivory do		
86	Color do ...		
87	Club cloth lined boards		
88	Ivory cards, double large	Press for printing special Invitation cards.	
89	Do Envelopes		
90	Blue Black Ink jars ...	Secretariats and Heads of Departments.	
91	Cloth lined paper ...	Press.	
92	Envelopes, Demy	Secretariat and Heads of Departments.	
93	Do Foolscap		
94	Do Chit ...	General supply.	

APPENDIX A.—*concld.*

Serial No.	Description of articles	Department for which it is provided	Remarks
95	Crow Steel pens	Public Works, Railways and other Departments where necessary.	
96	Mapping pens ..		
97	Ink and pencil Erasers		
98	Metallic Note-book		
99	Sponges ...	Public Works, Railways, Archæological Stamp, Survey and Press Departments.	
100	Tracing cloth ..	Public Works, Railways and other Departments where necessary.	
101	Drawing pencils		
102	Drawing pins ..		
103	Artist Glasses ...		
104	Sable Hair Brushes		
105	Stencil Brushes		
106	Country Tape, white	Press for preparing File boards.	
107	Do red		
108	Crimson Lake ...	Public Works, Railways and other Departments where necessary.	
109	Emerald green ...	Do	
110	Gamboge		
111	Indian Ink		
112	Litho Ink fine		
113	Prussian Blue		
114	Burnt Sienna		
115	Cobalt		
116	Light red		
117	Neutral tint		
118	Vermilion		
119	Yellow ochre		
120	Stencil Ink		
121	Brown Ochre		
122	Blue Royal		
123	Burnt Amber		
124	Carmine		
125	Carmine Lake		
126	French ultra marine ...		
127	Flake white		
128	Indigo		
129	Indian red		
130	Lake (moist)		
131	Lamp Black (moist) ...		
132	Madder		
133	Orange		
134	Purple		
135	Raw Sienna		
136	Sepia		
137	Scarlet lake		
138	Venetian red		
139	First quality Memorandum ...	General Supply.	
140	Second do ...	Do	
141	First quality Notepaper ...		
142	Second do ...		
143	Combined Envelopes ..		
144	From Register		
145	To Register		
146	Order Book of 2 qrs. ...		
147	Quarto Book		
148	Octavo Book		
149	Stationery Issue Register ..		
150	Do Receipt do ...		
151	Forms Issue Register ...		
152	Do Receipt do ...		
153	File Book		
154	Paper fasteners.... ...	Secretariats and Heads of Departments.	
155	Ivory Paper Cutter ...	Do	
156	Erasing Knives	Heads of Departments.	
157	Pen rests	Heads of Offices.	
158	Saucers	Public Works, Railways and other Departments where necessary.	

APPENDIX B.

LIST OF OFFICERS AUTHORISED TO INDENT ON THE STATIONERY DEPOT AND TO OBTAIN FORMS AND STATIONERY FREE OF CHARGE. (RULE IV.)

I. General Administration.

1 General and Revenue Secretariat.
2 Public Works Secretariat.
3 Krishnarajasagara Secretariat.

II. Revenue.

1 Revenue Commissioner.
8 Deputy Commissioners of Districts, eight.
23 Revenue Assistant Commissioners and Sub-Division Officers 23.
76 Amildars and Deputy Amildars of taluks and sub-taluks.
1 Muzrai Commissioner.

III. Judicial.

1 Registrar, Chief Court.
3 District and Sessions Judges.
3 District Magistrates.
2 City Magistrates.
1 Special Magistrate, Kolar Gold Fields.
5 Munsiffs.
1 Government Advocate.
3 Public Prosecutors.
7 Special Second Class Magistrates.
2 Special First Class Magistrates.
5 Benches of Honorary Magistrates.

IV. Jails.

1 Inspector-General of Prisons.
2 Superintendents of Jails.
3 Officers (District Magistrates) in charge of Lock-ups.

V. Police.

1 Inspector-General of Police.
4 District Superintendents of Police, Assistant Superintendents of Police includi Railways and C. I. D.
1 Principal in charge of Police Training School.

VI. Survey.

1 Superintendent, Mysore Revenue Survey and Settlement.
7 Assistant Superintendents and Sub-Assistant Superintendent of Revenue Surve

VII. Accounts.

1 Comptroller.
1 Officer in charge of the State Huzur Treasury, Bangalore.
3 Treasury Officers.
1 Insurance Secretary, Mysore State Life Insurance Committee.

VIII. Palace.

1 Private Secretary to His Highness the Maharaja of Mysore.
1 Huzur Secretary to His Highness the Maharaja of Mysore.
1 Private Secretary to His Highness the Yuvaraja of Mysore.
1 Durbar Surgeon, Mysore.
1 Daroga Officer, Bangalore Palace, Bangalore.

IX. Public Works.

1 Chief Engineer of Mysore, Bangalore.
2 Superintending Engineers.
0 Executive Engineers.
1 Chief Electrical Engineer.

X. Forest.

1 The Chief Conservator of Forests in Mysore, Bangalore.
1 Conservator of Forests, Shimoga.
10 District Forest Officers.
8 Forest Sub-Division Officers.
1 Working Plan Officer, Bangalore.
2 The Veterinary Inspectors, Forest Department, Bangalore and Mysore.
1 Special Forest Officers, Bhadravati.
1 Officer in charge of Creosoting Plant, Bhadravati.

XI. Excise.

1 The Excise Commissioner in Mysore, Bangalore.
8 District Excise Officers.
9 Assistant Commissioners of Excise Branch.

XII. Stamps.

1 The Commissioner of Stamps in Mysore, Bangalore.
1 The Superintendent of Stamps.
1 The Superintendent, Stamp Manufactory.

XIII. Medical.

1 The Senior Surgeon in Mysore, Bangalore.
1 The Sanitary Commissioner in Mysore, Bangalore.
1 The Superintendent, Government Medical Stores.
1 The Superintendent, Mental Hospital.
1 The Medical Officer in charge of Victoria Hospital.
1 The Medical Officer in charge of Krishnarajendra Hospital.
5 The Chief Sanitary Inspectors.
8 The District Medical Officers
1 The Superintendent, Vaccine Institute, Bangalore.
1 The Lady Medical Officer in charge of Vani Vilas, Mysore.
1 The Lady Medical Officer in charge of Maternity Hospital, Bangalore.
1 Do do Robertsonpet, Kolar Gold Fields.
1 The Superintendent, Minto Hospital, Bangalore.
1 The District Medical and Sanitary Officer, Kolar Gold Fields.
1 The Chemical Examiner, Bangalore.
2 The Medical Officers in charge of Jails, Bangalore and Mysore.
8 District Sanitary Officers, Vaccination Department.
2 District Health Officers, Shimoga and Chitaldrug.
1 Medical Officer, Princess Krishnajammanni Tuberculosis Sanatorium, Mysore.
2 Medical Officers, Epidemic Hospitals, Bangalore and Mysore.

XIV. Education.

1 The Director of Public Instruction in Mysore, Bangalore.
2 The Deputy Directors of Public Instruction, Bangalore and Shimoga.
3 The Principal, Ayurvedic College, Mysore.
8 The Head Master, District Normal Schools.
30 The Assistant Inspectors of Education.
13 The Head Masters of High schools.
3 The Head Masters of High schools, Nanjungud and Tiptur, Mallesvaram.
1 The Principal, Government Training College, Mysore.
8 The District Inspectors of Education.
2 The Head Masters, Government Commercial Schools, Bangalore and Mysore
5 The Superintendents, Government Industrial Schools.
7 The Assistant Inspectors of Urdu Education.
1 The Assistant Inspector of Kannada Education.
1 The Inspectress of Girls' Schools, Shimoga and Kolar.
1 The Principal, College of Engineering.
1 The Superintendent, School of Engineering.
2 The Principal, Maharaja's Sanskrit College, Bangalore and Mysore.
1 The Head Mistress, Vani Vilas Institute, Bangalore.
2 The District Inspectors of Urdu Education.
1 The Assistant Inspector of Sanskrit Schools.
1 The Head Mistress, Maharani's High School.
3 The Assistant Inspectress of Kannada Girls' Schools, Mysore, Hassan and Tumkur.
1 The Assistant Inspectress of Hindustani Girls' Schools, Mysore.

1 The Inspector of Science Education.
1 The Assistant Inspector of Education, Channapatna.
1 The Medical Inspector of Primary Schools, Bangalore and Mysore.

XV. Geological.

1 The Director, Department of Geology.
1 The Chief Inspector of Mines in Mysore, Oorgaum.

XVI. Registration.

1 The Inspector-General of Registration.
8 The District Registrars.

XVII. Industries and Commerce.

1 The Director of Industries and Commerce in Mysore, Bangalore.
4 The Superintendents of Industries and Commerce.
1 The Textile Assistant, Government Weaving Factory.
1 The Superintendent, Government Weaving Factory, Dodballapur.

XVIII. Municipality.

1 The Commissioner City Municipal Council, Bangalore.
1 The President, Town Municipal Council, Mysore.
94 The Presidents and Vice-Presidents of other Municipal Councils in the State.

XIX. Co-operative Societies.

1 The Registrar of Co-operative Societies in Mysore, Bangalore.
4 The Assistant Registrars of Co-operative Societies.

XX. Income-tax Department.

1 The Commissioner of Income-tax in Mysore, Bangalore.
9 The Deputy Commissioner of Income-tax in the State.
23 The Income-tax Officers.

XXI. Agriculture.

1 The Director of Agriculture.
2 The Deputy Director of Agriculture, Tumkur.
1 The Assistant Director of Agriculture, Shimoga.
1 The Secretary, Board of Agriculture.
1 The Economic Botanist, Department of Agriculture, Bangalore.
1 The Agricultural Chemist, Bangalore.
1 Do Engineer do
1 The Vice-Principal in charge of Hebbal Farm, Bangalore.
1 Do do School do

XXII. Meteorology.

1 The Meteorological Reporter to Government, Bangalore.
7 The Meteorological Observer.

XXIII. Sericulture.

1 The Superintendent, Sericulture in Mysore, Mysore.

XXIV. Government Gardens.

1 The Superintendent, Government Gardens, Lal-Bagh.
1 The Director of Horticulture in Mysore.

XXV. Amrith Mahal.

1 The Superintendent, Amrith Mahal Department.

XXVI. Veterinary Department.

1 The Superintendent, Civil Veterinary Department, Bangalore.
1 The Officer in charge of Serum Institute, Bangalore.

XXVII. Military Department

1 The Chief Commandant, Mysore State troops, Bangalore.
2 The Commandant, Mysore Transport Corps, Bangalore.
3 The Superintendent, Hessaragatta Farm, Bangalore.
4 The Financial Assistant to Chief Commandant.

XXVIII. Assembly.

1 The Secretary, Representative Assembly and Legislative Council, Bangalore.

XXIX. Joint-Stock Companies.

1 The Registrar of Joint-Stock Companies.

XXX. Museum.

1. The Superintendent, Government Museum.

XXXI. Miscellaneous.

1 The Superintendent, Government Printing.
1. Do do Stationery.
1 The Secretary to the Board for the Management of the Mysore Local Service and Pleaders' Examinations.
1 The Secretary, Local Examinations (Education Department).
1 Mycologist and Entomologist.
1 The Special Land Acquisition Officer, Krishnarajasagara.
1 The Live-Stock Expert.
1 The Assistant Superintendent, Government Branch Press, Mysore.
1 The Superintendent, Government Soap Factory, Bangalore.
2 The Directors of Sandal Oil Factories, Bangalore and Mysore.
1 The Superintendent, Government Stud Farm, Kunigal.
1 The Kannada Translator to Government.
1 The Organising Commissioner, Boy Scouts, Bangalore.
1 The Secretary, Stores Purchase Committee.
1 The Secretary, Board of Industries and Commerce,
1 The Assistant Organising Commissioner Boy Scouts, Mysore.
1 The Consulting Architect, Bangalore.
1 The Secretary, Board of Education.
1 The Superintendent, Byarapur Chrome Mines.
1 The University Librarian, Mysore University.
4 The Superintendents, Intermediate Colleges.
1 The Superintendent, Fern Hill Palace.
1 The Curator, Government Book Depot, Bangalore.
1 The Principal, Maharaja's College, Mysore.
1 The Financial Assistant to Director of Public Instruction.
1 The Secretary, Bangalore Distrubances Committee, Bangalore.
1 The Secretary, Students' Enquiry Committee, Bangalore.
1 The Secretary, Exhibition Committee, Lal-Bagh.
I The Inspector of Office Systems.
1 The Publicity Officer, Bangalore.
3 The Deputy Amildars of Tumkur, Koppa and Manjarabad in connection with Record of Rights.
1 The Economic Survey Officer, Hassan.
1 The Commissioner of Workmen's Compensation.
9 Veterinary Dispensaries of Sorab, Nelamangala, Hiriyur, Pavagada, Belur, Devanhalli, Heggaddevanakote and Assistant Veterinary, Superintendents of Mysore and Tumkur Districts.
1 Rural Health Unit, Mandya.
1 The Deputy Registrar of Co-operative Societies, Bangalore.
1 Forest Sub-Division Officer, Chamrajnagar.

APPENDIX C.

LIST OF OFFICERS AND OFFICES ENTITLED TO OBTAIN STATIONERY ON PAYMENT (RULE V), (BOOK ADJUSTMENT).

1.	Mysore University.	For printing work done or stationery supplied.
2.	Office of the Mysore State Life Insurance.	Do
3.	The Electrical Department. ...	Do
4	Mysore Railways. ...	Do
5.	All Factories and Workshops of the Industries and Commerce Department.	Do
6.	The Bhadravati Iron Works ...	Do

Miscellaneous offices like :—

7.	The Public Libraries of Bangalore and Mysore.	For stationery supplied
8.	The Seed Depot of the Government Gardens Department.	For Printing and Stationery
9.	Agricultural Department. ...	Agricultural Calendar and special bulletins and pamphlets printed.
10.	Education Department. ...	For text-books printed and stationery supplied for Local Examinations.
11.	Local Boards and Municipalities and such other offices and institutions as may be specially included.	When they send any printed work.
12.	Military. ..	

(G. O. No. G. 6367-89—P. & S. 65-23-3, dated the 14th February 1925.)

APPENDIX D.

(RULE XI.)

Standing list of all offices to which stationery articles are supplied with names and quantities of each article to be supplied.

[The existing Stationery Indent to be adapted.]

Appendix D1 is intended for Amildar's Offices.

APPENDIX E.

(RULE XVI.)

List of stationery articles issued on a fixed scale and for stated periods.

[Appendix E of the old rules to which articles to be supplied to Amildars should be added.]

APPENDICES F1, F2.

(RULE XXXVI.)

F1. General Store Account Book of Stationery and Forms.
F2. Account Book of the Issue of Stationery and Forms.

[The same appendices of the old rules.]

APPENDIX G.

(RULE 43.)

Standing list of all offices to which printed forms and registers are supplied with number, name and quantity of each form or register to be supplied.

[The existing Forms Indent to be adapted.]

APPENDIX H.

(RULE 58.)

Statement showing the book balance of stationery Articles and Forms on examination of stock.

[Appendix I of the old rules.]

APPENDIX I.

(RULE XXXVI.)

Register showing Periodical issues of stationery articles.

[Appendix K of the old rules.]

APPENDIX D.

(REFERRED TO IN RULE 11.)

Standing list of all offices to which stationery articles are supplied with names and quantities of each article to be supplied.

RULE NO. 11.—Indents for Stationery shall be prepared in the form given in Appendix 35D and shall contain all the information required by the instructions given therein. Forms of indents shall be supplied by the Superintendent of Stationery on application.

OFFICE OF.....

Number of Gazetted Officers.....
Number of clerks using stationery as per details below. } Clerks..... } Accountants..... } Mutchis... .....
Details of sanctioned establishment.
The route and mode of carriage.
Direction to be marked on cases.
To the
of
at
care of
To be forwarded by

No.	NAME OF ARTICLE	Opening balance of the official year in which the indent is submitted. This column should not include figures of column 3			Quantity supplied by the Depot			REMARKS. NOTE.—Explanation of unusually large demands, than the average consumption shown, etc., should be here given
	(1) Articles supplied on the average of the past two years' consumption.							
	SUPERIOR PAPERS.	Rms.	Q.	S.	Rms.	Q.	S.	
1	Machine-made Foolscap ...							
2	Typewriting paper, thick ...							
3	Do thin ..							
4	Carbon paper ...							
5	1st quality Memorandum ..							
6	2nd do do .							
7	1st quality note paper ...							
8	2nd do do ..							
9	Combined envelopes ..							
	ORDINARY PAPERS.							
10	Cream wove F.'cap. 10 lbs. ...							
11	Blotting Paper ...							
	PAPERS FOR COVERS AND PACKETS.							
12	Brown cartridge ..							
13	Badami Demy ..							
	BLANK BOOKS.	Number			Number			
14	"From" Registers, English ...							
15	"To" do do ..							*Vide* Instructions at the back.
16	Order Book ...							
17	Acquittance Book ...							
18	Quarto 1 qr. ..							
19	Octavo ½ „ ...							
20	Stationery Issue Registers ..							
21	Do Receipt do ..							
22	Forms Issues Register ..							
23	Do Receipt do ...							
24	Do K. do ...							
25	File Book ...							

APPENDIX D.—*concld.*

No.	NAME OF ARTICLE	Opening balance of the official year in which the indent is submitted. This column should not include figures of column 3	Quantity supplied by the Depot	REMARKS. NOTE.—Explanation of unusually large demands than the average consumption shown, etc., should be here given
	SUNDRY ARTICLES.—	Number	Number	
26	Needles ..			
27	Tape, white Skeins			
28	Thread, white Reels			
29	Sealing-wax Sticks			
30	Candles No.			
	(2) Articles supplied according to Fixed Scale.			
31	Steel-pen Nibs No.			
32	Do Holders ,,			
33	Black Ink Powder Packs			
34	Red do do			
35	Black Lead Pencils No.			
36	Colored do ,,			
	(3) Articles supplied once for all and which can only be renewed after the lapse of the minimum period they are required.			(a) Here enter certificate required under the Officer's signature. *Vide* instructions at the back.
37	Blotting pads No.			
38	India-rubber ,,			
39	Pen-knives ,,			
40	Scissors ,,			
41	Green baize Yds.			
42	Ink-glasses No.			
43	Screw-top Ink-glasses ,,			
44	Candle-sticks ,,			
45	Ebony Ink-stands ,,			
46	Wooden ink-stands ,,			
47	Rulers, round ,,			
48	Finger printing apparatus ,,			
49	T. W. Ribbons, Remington ,,			
	Do Oliver ,,			
	Do Underwood ,,			
	Do L. C. Smith ,,			
	Do Portable ,,			

I certify that I examined the stock of stationery articles, printed forms and drawing and mathematical instruments, etc., on the 193 and found the same correct according to the book balance (except in the case of article shown in the accompanying statement).

Station..... .....)

Date. .....) *Signature and designation of the Head of the Office.*

Signature of the Indenting Officer.

Issue stationery passed in column No. 10.

Superintendent of Stationery.

Issued stationery accordingly as per column No. 11.

Supervisor. *Storekeeper.*

The articles detailed in column No. 11 have been examined and received in good condition from the Stationery Depot on this the..... .....day of..... .....193 .

Signature and designation of the Officer receiving stationery.

APPENDIX E.

(RULE XVI.)

List of stationery articles issued according to a fixed scale and for stated periods for all Offices.

PER ANNUM.

	Black lead pencils	Colored pencils	Black ink powder	Red ink powder	Pen holders
1	2	3	4	5	6
Heads of Offices	4	2	3 packets to each man	1 packet to each man	2
Managers, etc., Auditors and Accountants	3	...			2
Clerks	3	...			2
Mutchies	2	...			1

N.B. –Black and red ink powders shall not be issued to each individual, but the required ink will be prepared by office mutchie and served out.

PER MONTH.

	Nibs	Blotting paper
1	2	3
Gazetted Officer	6	2 sheets
Managers, etc., Accountants and Clerks	4	1 ,,
Mutchies	3	1 ,,

N. B.—The above annual and monthly articles will be supplied only according to the prescribed scale and while the scale should not be exceeded in issuing them, economy is expected to be effected as far as practicable.

PERIODICALS ISSUED AT STATED INTERVALS.

Articles	Minimum number of years for which the articles are issued	Scale
1	2	3
Blotting pad ..	1 Year ...	1 for each Gazetted Officer
India rubber piece ..	2 Years ...	1 per man
Pen-knives* ..	4 ,, ...	1 for each Gazetted Officer
Scissors ..	4 ,, ...	1 for each Officer.
Green baize ..	4 ,, ...	2 yards for Gazetted Officer
Ink glasses ..	5 ,, ...	2 per man
Screw top Ink glasses † ..	5 ,, ...	2 for Gazetted Officers with touring works
Candle stand with globe .	4 ,, ...	4 (maximum) per office.
Rulers ..	Once for all ...	1 for every six clerks
Wooden ink stands ..	,, ...	1 for each official
Pen-racks ..	,, ...	1 for head of office.
Paper weights ..	,, ..	2 do

* Four pairs to Secretariats, Chief Court, Comptroller and other Officers having several offices.

† This class of articles shall not be issued until after the period for which they are required to last has expired.

All such articles as are last or broken must be replaced at the expense of the party through whose carelessness the loss or injury may have arisen.

All old and unserviceable articles should be returned to Stationery for exchange for new ones as required by G. O. No. G. 25240—300-P. & S. 75-18-4 of 8th May 1919.

APPENDIX D I.

(RULE 11.)

Standing list of the Offices of Amildars to which stationery articles are supplied with names and quantities of each article to be supplied.

RULE No. 11.—Indents for Stationery shall be prepared in the form given in Appendix 35D and shall contain all the information required by the instructions given therein. Forms of indents shall be supplied by the Superintendent of Stationery on application.

OFFICE OF THE AMILDAR OF.....TALUK.

Date despatched.....

No of Gazetted Officers...
No. of clerks using ..... stationery as per details below
Details of sanctioned establishment.

The route* and mode of carriage to be specified—
Direction to be marked on cases
To the.....
of.....
at.....
care of.....
to be forwarded by.....
*Here distinctly state the nearest Railway Station to destination.

No.	PARTICULARS		Quantity supplied by the Stationery Office			REMARKS. NOTE.—Explanation of unusually large demands, variations in the consumption shown, etc., should be here given
				Q.	S.	
1	Blue laid Foolscap		Rms			
2	Cream-wove Foolscap					
3	Blotting paper					
4	Brown Cartridge					
5	Badamy Demy					
6	Pen carbon					
7	Pencil carbon					
8	Receipt Book for Stationery					
9	Issue Book for Stationery					
10	Receipt Book for Forms					
11	Issue Book for Forms					
12	Needles	No.				
13	Thread	lb.				
14	Thread, white	Nos.				
15	Sealing wax	Seers				
16	Steel pen nibs	No.				
17	Holders	No.				
18	Blue black ink powder ...	packs.				
19	Red ink do ...	,,				
20	Black lead pencils	No.				
			Date of last supply.			
21	Green baize	yds.				
22	Ink glasses	No.				
23	Pen-knife	No.				
24	Scissors	No.				
25	Wooden Ink stand ...	No.				
26	Rulers	No.				

I certify that I examined the stock of Stationery articles, etc., on the..... .....
.....and found the same correct according to the book balance.

Dated.....
Station .....

Countersigned by—

Signature of the Indenting Officer.

Deputy Commissioner.....*District.*

Issue Stationery passed in column 10. Issued Seationery accordingly as per column 11.

Superintendent of Stationery. *Supervisor.* *Storekeeper.*

APPENDIX E I.

List of stationery Articles issued according to a Fixed Scale and for stated periods for Amildars' Offices.

Per Annum.

	Black lead pencils	Black ink powder	Red ink powder	Pen holders
Officer	4	3 packets to each man.	One packet to each man.	2
Managers, Auditors and Accountants ...	3			2
Clerks	3			2
Mutchies	2			1

N. B.—Black and Red ink powders shall not be issued to each individual, but the required ink will be prepared by office Mutchies and served out.

Per Month

	Nibs	Blotting
Officer	6	2 sheets
Managers, Accountants and Clerks	4.	1 sheet
Mutchies	3	1 ,,

N. B.—The above annual and monthly articles will be supplied only according to the prescribed scale and while the scale should not be exceeded in issuing them, economy is expected to be effected as far as practicable.

Periodicals* (For the Amildar only.)

*(*Vide G. O. No. G. 6676-86—P. & S. 1-27-42 of 15th December 1927.*

Articles	Minimum number of years for which the articles are issued	Scale
Green baize	6 years	Two yards
Ink glasses	6 years	Two
Pen-knife	4 years	One
Scissors	4 years	One pair
Wooden Ink stand	Once for all	One
Rulers	Do	One pair every six men

N. B —The articles shall not be issued until after the period for which they are required to last has expired.

All such articles as are lost or broken must be replaced at the expense of the party through whose carelessness the loss or injury may have arisen.

All old and unserviceable articles should be returned to the Stationery Depot for exchange or new ones as required by G. O. No. G. 25240-300—P. & S. 75-18-4 of 8th May 1919.

APPENDIX F1.

GENERAL STORE ACCOUNT BOOK OF STATIONERY AND FORMS OF THE OFFICE OF..... DURING THE YEAR 19 -19

Instructions for the up-keep of the General Store Account Book of Stationery and Forms.

1. The General Store Account Book should show all receipts namely the stationery and forms received from the Depot by local purchase, and that returned to stores by an office or offices, and also the monthly issues and balances in the following manner :—

2. The receipts will be posted up whenever they are received and added to the balance at the end of each month ; the monthly totals of issues will be posted underneath the next receipts and the balances thus ascertained monthly. At the end of the year an abstract showing the net receipts, issues and balances of the year will be shown at the foot of the General Store Account Book. The balance at the end of the year will form the opening balances of the ensuing year.

Date	Receipts Issues and Balances	Writing paper																Paper for drafting purposes															
		1 Royal			2 Medium			3 Demy			7 Cream laid quarto post			8 Cream laid note			15 Foolscap hand made			23 Foolscap machine made									25 Cream wove Foolscap 10 lbs.			26 Cream wove Foolscap 14 lbs.		
	Opening Balance	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.

Paper for Drafting purposes										Miscellaneous paper																						Blank books of writing paper							
27 Blotting paper			28 Brown Cartridge			30 Badamy Demy 16 lbs.			39 Printing Royal			41 Printing Demy																				48			Foolscap 2 qrs			From Register		
R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	No.	No.	No.	No.	No.	No.	No.	No.

Miscellaneous articles

Quarto Books	Octavo Books	Stationery Issue Book	Stationery Receipt Book	File Books	Paste Boards	Needles	White Tape	Bengal Twine	Thread white	Thread coloured	Cloth lined paper	Sealing wax	Candles	D. O. Covers	Liquid gum, bottles	Glass gum pot	Spare Brushes	Paper fasteners	Paper cutters	Cotton tags	Steel pen nibs	Steel holders	Black Ink powder	Red Ink powder	Blue black Ink bottles	Black lead pencils	Coloured pencils	Blotting Pad	Rubber	Straps	Pen-knives	Scissors	Green baize	Glass Ink bottles	Screw top ink bottles	Candle sticks	Ebony Ink stands	Wooden Ink stands	Rulers (round)
Nil.	No.	No.	No.	No.	No.	No.	Skn.	Skn.	No.	No.	Yds.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	Pks.	Pks.	No.	No.	No.	No.	No.	No.	No.	Yds.	No.	No.	No.	No.	No.	No.

Miscellaneous articles | Drawing materials

Paper weights	Pen rests	Finger Printing apparatus
No.	No.	No.

APPENDIX F2.

ACCOUNT BOOK OF THE ISSUE OF STATIONERY AND FORMS IN THE OFFICE OF..... ..... DURING THE YEAR 19 —19 .

Instructions for the Issue of Stationery and Forms and for the up-keep of the Account Book of such issues.

1. As a precautionery measure, the officials receiving articles will draw a line in red ink through the blank spaces opposite their names.

2. The daily expenditure of Stationery and Forms, as entered by each official who receives the articles, must be totalled monthly, and a progressive total thereof extended until the end of the year. The monthly totals will, on the 1st of the succeeding month, be carried into the General Store Account Book, to be dealt with in the manner therein prescribed.

Date	Signature of recipient	To whom issued	Writing paper: 1 Royal R. Q. S.	2 Medium R. Q. S.	3 Demy R. Q. S.	7 Quarto Post cream laid R. Q. S.	8 Note cream laid R. Q. S.	15 Foolscap hand made R. Q. S.	22 Foolscap machine made R. Q. S.	Paper for Drafting purposes: 25 Cream wove Foolscap 10 lbs. R. Q. S.	26 Cream wove Foolscap 8 lbs. R. Q. S.	27 Blotting paper 32 lbs. R. Q. S.	28 Brown Cartridge 45 lbs. R. Q. S.	30 Badamy Demy 16 lbs. R. Q. S.	39 Printing Royal 25 lbs. R. Q. S.	41 Printing Demy 18 lbs. R. Q. S.

Paper for drafting purposes: R. Q. S.	Miscellaneous paper: R. Q. S.	Blank Books of writing paper: Foolscap 2 qrs. No.	From Register No.	To Register No.	Index No.	Blank Books of printing paper: Foolscap 2 qrs. No.	Quarto books No.	Octavo books No.	Stationery Issue Book No.	Stationery Receipt Book No.	File Books No.	Paste boards No.	Needles No.

Miscellaneous articles

White Tape Sk.	Bengal Twine Sk.	Thread, White No.	Thread, coloured No.	Cloth lined paper yds.	Sealing wax No.	Candles No.	D. O. Covers No.	Liquid gum bottles No.	Glass gum pot No.	Spare brushes No.	Paper fasteners No.	Paper cutters No.	Cotton tags No.	Steel pen nibs No.	Steel holders No.	Black ink powder pks.	Red ink powder pks.	Blue blank ink bottles No.	Black lead pencils No.	Colored pencils No.	Blotting pad No.	Rubber No.	Pen-knives No.	Scissors No.	Green baize No.	Glass ink bottles No.	Screw top ink bottles No.	Seals No.

Drawing materials

Candle sticks No.	Ebony Ink stands No.	Wooden Ink stands No.	Rulers round No.	Paper weights No.	Pen rests No.	Finger Printing apparatus No.

APPENDIX G.

(RULE 43.)

Standing list of the office of ....to which printed Forms and Registers are supplied with number, name and quantity of each Form or Register to be supplied.

Rule No. 43.—Indents for printed forms are to be made only in the printed form of indent (Appendix 35G), copies of which will be supplied from the Stationery Depot.

Office of..... ....

The route and mode of carriage.

Description to be marked on cases

To the..... ... ...

of.....

at.....

care of.....

to be forwarded by.....

Serial number of the Indent	Serial number of the Form	Name of Form	Quantity to be supplied by the Superintendent	REMARKS. NOTE.—Explanation of unusually large demands, variations in the consumption shown, etc., should be here given.
1	2	3	4	5

Date..... 19

Signature and Designation.

APPENDIX H.

(REFERRED TO IN RULE 58.)

Statement showing the book balance of Stationery and Forms on examination of stock. on 193 .

Articles	Balance as per book	Actually found in stock	Excess	Deficiency	Remarks accounting for the difference
1	2	3	4	5	6

STATION..... ...

Date..... .....

Signature and Designation.

APPENDIX I.

(REFERRED TO IN RULE 36 PART II.)

Register showing Periodical Issues of stationery articles.

Date of issue	To whom issued	Rubber	Pen-knives	Ink glasses	Screw top ink glasses	Green baize	Scissors	Candle sticks	Rulers	Ebony Inkstands	Wooden Inkstands	Paper weights	Pen rests

AVD 3619—GPB—640—18-7-30

NOTE

ON THE REPORT OF THE PRESS COMMITTEE.

I. REVISION OF WORKING HOURS.

This if done with a view to reduce the cost, is not practicable. The rule of three method, viz., if x men are required to do a work in 6 hours, how many men are required to do the same work in 8 hours ? will not hold good. They will certainly be able to do the work in less time, but the amount paid to the men is proportionately larger The cost will therefore work out practically to the same thing.

There is another aspect of the question. The work in the Press is not a fixed quantity. The more we do, the more we get and this is as it should be. By working extra hours, the out-put will be greater and consequently, the expenditur will also be greater. What is saved in overtime allowances will have to be spent in giving increased wages to the men for working extra hours. I am afraid the present overtime allowance allotment - - will not be sufficient to pay extra wages to a l l the exp employees wholesale, since the whole office will be m a d e - to w o r k e i g h t h o u r s - -

a day. By working 8 hours a day would it be possible to put a stop to a l l overtime ? This is impossible. It will, no doubt, be reduced considerably to begin with, but will begin to grow - again after a time.

I am, however, in agreement with the general principle that the Presses should work for 8 hours a day like all factories. Printing offices working 6 hours a day ~~is a thing~~ unheard of. We are now - wasting a lot of useful time. Men come in at 11 with a full stomach. Most of them come walking in the sun, with the result that as soon as they come, they go off to sleep. This can be seen any day in the Office and Proof Branches. Even though the real working hours are 6, the effective working hours are considerably less -- perhaps not more than 3 or 4. By changing the hours of work, I think, more work can be turned out. This will have the advantage, as suggested by the Committee, " of affording no scope for the men employed in the Government -- Presses to take up jobs in private presses in their off-duty hours to the detriment of public interests. "

Reduction of establishment in an office like the Government Press where a large quantity of work has to be turned

out in the minimum of time, is not advisable. We are getting this class of work almost every day. Strength in numbers is essential to deal with this class of work. I would not - therefore reduce the establishment to any considerable extent.

II. REDUCTION IN P.W. RATES.

From the wages rolls I find that, for the class of work that the - - compositors does, he is not by any means receiving high wages. Of all the workmen employed in a printing office, he is the most literary man (if I may so call him) leaving alone the proof readers and the clerical establishment. I do not therefore think that his wages should be reduced. The machinemen are also not getting very high wages except when they work overtime. Being on the machines all the time, they are liable to certain risks. I would therefore not reduce the wages ~~of~~ of these men.

Where, I think, the shears ought to be applied is in respect to the - wages of the binders. They are getting very high wages compared with those of the compositors and the machinemen, ~~so~~

o much so that they are the envy of all he other workmen. This state of things hould be remedied at once. Seeing the igh wages that my binders are consistently etting month after month, some of my ermanent men want to revert to the iecework establishment. I have - - submitted several such applications to the Superintendent for orders.

III. ABOLITION OF THE HOUR ACCOUNT SYSTEM.

The hour account system as now worked is nothing but the permanent system minus privilege and furlough leave. I am in favour of merging this in the permanent establishment. The first class hour - account men are now getting on an average Rs 28/- per month without overtime allowances, working 6 hours a day. These men may be made permanent on Rs 25/- per month. I am sure they would gladly accept this as they would get certain advantages by being drafted on to the permanent establishment. By this means a saving of Rs 3/- will be effected on each first class hour account man. This will more than cover the privilege leave allowance - admissible to each of these men. Government will not therefore lose on this transaction. When the 8 hours day is introduced, if these men are given Rs 1/-

or Rs. 2/- increment, Government will be a gainer on the transaction. The same thing happens pro rata in the case of the other classes of hour account men.

IV. REVISION OF THE STAFF.

The recommendations of the Committee are suitable and may be tried.

V. REGULATION OF RUSH WORK.

I am in full agreement with the recommendations contained in the first part of this para. The Committee will be doing a great service to the Presses if it can induce Government to accept its proposals in respect to the minimising of "RUSH WORK."

VI. TRANSFER OF PRINTING WORK TO PRIVATE PRESSES.

This is a question which has come up before the Government on several occasions. This ~~exception~~ experiment has been tried on previous occasions, particularly in the case of - Educational Books. Every time, Government have been forced to come back to the old arrangement of getting these books printed at the Government Presses. The reason is not far to seek. The Committee have recommended that " ALL GOVERNMENT WORK SHOULD AS FAR AS POSSIBLE BE GIVEN OUT ON THE OPEN TENDER SYSTEM TO RECOGNISED PRIVATE PRESSES IN THE STATE& "

Government will have to decide in the first place who the recognised private presses are. When tenders are called for, every printer, whether he has -- ~~x~~ sufficient equipment or not, will submit his tender. Each man tries to under-quote the other with the object of getting the work. Naturally Government will give the work out to the lowest tenderer with a view to economy. The result is bad work. We have several instances of such ~~x~~ bad work. I am sure the Director of Public Instruction will bear out this statement.

If it is the idea of Government to make out a list of private presses who can undertake this class of work and do it satisfactorily and give the work to only such presses, the ~~exception~~ experiment may be tried. But I am afraid there are not more than one or two such presses in the State. Instead of Government having the monopoly of doing its own work at its own press with all its conveniences, it will be creating a monopoly for these one or two presses. I doubt whether this is an advantage to Government. The money that is now spent in the Government Press will have to be paid to these private presses.

The Committee are urging the

reduction of establishment in the Government Presses by turning out work now done in these presses to private presses. I do not see the advantage of this procedure. There are two ways of reducing the establishment :—

(1) by retiring men compulsorily before they are superannuated,

(2) by sending away men who have put in less than a certain number of years of service.

The first procedure would work out costly to Government by swelling the pension roll and the second does not seem to be correct as the men once they get into service are under the impression that their tenure of appointment is permanent as long as they do not misbehave themselves. What is gained by reducing the establishment is lost in the shape of payment to private presses and an increased pension roll.

The following points will have to be carefully watched in giving Educational works to private presses at competitive rates:-

1. Production of bad work.
2. Use of inferior materials.
3. Not keeping up to time and this inconveniencing the department.
4. Printing more copies than ordered and selling them surreptitiously.

VII. EFFICIENCY IN MACHINERY EQUIPMENT.

I would suggest that Government equip both the Presses with the machinery required to efficiently carry on the work at whatever initial capital cost is required. After this, a depreciation fund should be created so that at the end of a definite number of years, depending on the class of machine, each machine can be replaced automatically without going to Government for money for capital expenditure. If when its turn for replacement comes, a machine is found to be still of service, it may be retained and the money thus saved may be treated as a reserve to be utilised later on either for replacing the old machine or for purchasing some other machine, Government sanction being - - obtained beforehand in either case. This is the best way of providing for replacements. If once the Presses are properly equipped, there will be no need for spending money every year for the purchase of new machines.

The addition of labour-saving machinery will certainly reduce the recurring cost to a certain extent, but it may not be to the extent to which capital expenditure has been incurred.

This will be borne out by comparing the cost per page of composing on the Monotype with the cost per page set up by hand. Actual saving in rupees, annas and pies must not be the only criterion for installing labour-saving machinery. The time saved and other conveniences afforded by the installation of these machines must also be taken into consideration. No tangible saving can be shown by the installation of one or two machines of a class. We must have a number of them.

FORMATION OF A DEPRECIATION FUND.

I have already expressed my opinion in this matter while discussing "Efficiency in machinery equipment." The detail as to whether a separate fund should be formed may be left to Government. I would, however, prefer to have a separate fund for the reason that we would then be independent of Government so far as the money grant is concerned. This is after all the Chief point, administrative sanction to purchase being only a formal matter.

VIII. REVISION OF METHODS OF WORK.

(Strict compliance with the Technical Rules of the Press. --)

This is very necessary and very urgent. I am perfectly in accord with the views of the Committee in this matter. As at

present, the proofs received from the Press are treated as Office drafts and corrections involving heavy expenditure of money are made on the proofs a n d several proofs called for. Every proof sent to the department means so much money spent without anything tangible to show for it. The pernicious habit of calling for proofs of all jobs -- from a letter head to a volume of several hundred pages-- must be put a stop to at once. I wonder why any department should call for proofs. They have not got competent proof readers on their staffs. The result is that some clerk is made to waste his time reading the proofs and not being trained for this work he makes the corrections in his own way, in most cases un-intelligible to the compositor. These corrections will have to be explained to the compositor by an official of the Press so that his time is wasted. Because the department calls for the proof, the responsibility for corrections is taken by the department. A lot of mistakes occur in this way. The amount of matter locked up by sending proofs to department is enormous. All this can be used over and over again if the system of sending proofs to department is put a stop to.

~~Improving the type of Proof Readers~~

IMPROVING THE TYPE OF PROOF READERS IN THE PRESS.

This is a matter of the greatest importance. All departments want men properly trained for their particular work. Where trained men are not available fresh men are taken, trained, and asked to undergo certain tests to ~~px~~ prove their efficiency. Proof reading is as - - important to a Press as account checking is to the Comptroller's office. If the Comptroller can insist on his Accountants passing certain examinations, why not the Superintendent insist on his proof readers passing certain prescribed tests ? This seems to the only way of improving our Proof Branch. I would suggest that for entry into the Proof Branch the - - minimum qualification should be an S.S.L.C. pass. After entering the department, the candidate should pass within a prescribed time, the Elementrary Proof Reader's Examination. Any one aspiring for higher places in the Branch must pass the Intermediate Proof Reader's Examination. In addition to this, the higher the examination passed by an employee, the better chances he should have of promotion, provided his work and conduct are satisfactory.

RE-ADJUSTMENT OF WORK IN THE PRESS.

(1) The Central Press has ~~gx~~ grown out of all proportions for one or even two men to manage. I would suggest two gazetted officers to look after the Press proper, besides the Superintend

(2) ACCOUNTS SECTION.

I agree with the Committee's recommendation in respect ~~of~~ to this matter.

(3). FORMS & STATIONERY SECTION.

I am glad the Committee have recommended that a gazetted officer should be appointed to be in charge of the Stationery Depot. It was a matter of surprise to me that Government treated the Stationery Depot which spent nearly two lakhs of rupees every year with such scant courtsey. I am -- convinced that there is plenty of work to do for an officer, if he is of the right sort. The distribution of books and forms which is now being done by the Press ought really to be done by the - Stationery Depot. They will then be in a position to check whether their indents have been complied with in full. Apart from printing the forms and delivering them to the Stationery Depot, the Press should have nothing to do with them. All correspondence - - connected with routine forms and registers indented for the various departments, should be dealt with in the Stationery Depot.

The standardisation of forms and registers and keeping a check over their printing and supply is a very important work which if carefully done, will result in great efficiency and also in some saving to Government.

IX. MISCELLANEOUS.

Standardisation of Covers & Note Papers

This is a very necessary. An attempt was made some years ago in this direction, but no appreciable good seems to have resulted therefrom. The Committee's recommendation in this direction is very good and may be tried.

X. STATIONERY & FORMS.

(i) Standardisation of forms. This is a subject deserving the utmost attention. As it now happens, some of the forms are printed year after year and others are not printed at all. Sometimes obsolete forms are printed and supplied to departments. Forms are not printed with sufficient space to suit the requirements for which they are intended. All the forms of all the offices are not printed and supplied every year to the departments. Some forms are printed on paper unsuitable for the purpose whereas others

are printed on paper which is too big and too good for the purpose. All these and various other defects will have to be studied carefully and remedial measures taken.

The standardisation of forms must be insisted upon and each department must be requested to supply two complete sets of all the forms required by them, quoting the authority under which they were introduced. For such of the forms as have no Government sanction, the department must be requested to obtain sanction. This is the first step. After the two sets of forms are received in the Stationery Depot, one set must be bound and kept in the office as a permanent record for purposes of reference. The other set will have to be taken in hand by the Stationery Officer and each form gone through in detail to see whether the form as it exists will serve the purpose or whether any modification is - - necessary. All the aspects should be studied and all possible economy effected in regard to the setting up of the matter, the use of paper, the reduction of the size, and so on. It will be all the better if the Stationery Officer is a man who knows

Printing. He will then be able to see to all the details mentioned above. After the form has been set up as revised, two or three clean proofs should be pulled on the paper on which it is proposed to print the form and sent to the department concerned for approval of size, setting up and paper. Any modifications required should be attended to at this stage. After it is finally approved by the department, one certified copy of the form should be -- obtained from the department and kept as the final authority in the Stationery Depot for future guidance. If necessary, The Government Order sanctioning the printing of the form, the size of the form and the paper to be used may be printed in small type in one corner of the form so that there may be no mistake in reprinting the form. This process should be gone through for all the forms of all the - departments. This is a very laborious task which cannot be done in a day or even in a month, but it is worth while doing and if done carefully may result in -- considerable saving of money to Government.

Besides purely departmental forms, there are certain forms which are used by all departments, such as pay bill forms, insuranc forms, etc. These have also to be dealt with in the same way.

After the standardisation of forms is

complete, the Stationery Superintendent need not call for annual indents from the various offices. He may supply forms to all offices on the basis of the consumption of the last three years.

I would also suggest that instead of all the indents coming in at once and the same time, they may be timed to come in one after another. This will, to a certain extent, help the regulation of work in the Press.

(ii) Supply of forms direct to Taluk offices & Treasuries.

This can very well be taken up by the Stationery Depot and the work done quite satisfactorily.

(iii) Supply of Stationery Articles.

The Committee's proposals in this respect are quite right. The contractors must be required to supply the articles in time so that supplies may be made in one instalment to all offices. As it now happens, nibs, are received at one time, pen holders and pencils a second time, paper a third time, and so on, entailing extra expenditure in packing, freight, etc All this could be avoided if all the -- Stationery articles are received from the contractors in time. Here also, as in

the case of forms, no indents need be called for, the supply being made on the basis of the previous three years' average.

(iv) Revision of the Government Order of the 27th May 1904.

This is very necessary.

29.5.30.

nts Form 11.

2001

...Vol. I, and Rule 23, Part I, Chapt

STATEMENT OF PROPOSIT

Name of Office to which the Proposit

Government orders anticipating present establishment		Nature of Charge								
		Present Scale					Proposed Scale			
No.	Date	No.	Designation	Pay		Average Cost	No.	Designation	Pay	
				Minimum	Rate of Increase	Maximum			Minimum	Rate of Increase

Financial Rules circulated with G. O. No. Fl.-1150—1192 dated 7-2-1903.)

R REVISION OF ESTABLISHMENT

es.....

WD-2927—GPB—5000—3-5-29

Proposition							Grounds of Proposition	Comptroller's Report	Orders of Government		
	Permanent		Temporary						Department concerned	Financial Department	
Average Cost	Increase per month	Decrease per month	Increase per month		Decrease per month				Remarks	Remarks	Orders
	Amount	Amount	Period	Amount	Period	Amount					

Increased expenditure due to the increase in the hours of work for the permanent establishment of the two Presses.

As per revision already submitted to Government vide Proposition statement:-

(i) Central Press:-	Rs	2,511/- per annum
ii) Branch Press.		2,664/-
Total.		5,175/-
or	Rs	Rs5,000 in round figures.

Absorbable allowances to those who will not be benefitted by the revision already proposed. Rs4000

Total. Rs 9,000

This will be met from savings in piece-work grant, over-time allowance and economies anticipated by installation of individual motors and re-arrangement of interior lighting.

(Vide Paras 110, 15 and 16 of the Report)

Proceedings of the Government of His Highness
the Maharaja of Mysore.

O r d e r No.G.14899-904/P&S 91-28-1

Dated, Bangalore, 20th June 1929.

Government observe that the expenditure in the Government Press and the Stationery Depot both under Printing and Stationery has been increasing during the last few years. The total gross expenditure under this head which amounted to a little over 3 lakhs in the year 1925-26 has now risen to nearly 4 lakhs. The bulk of the increase is contributed by the larger purchase of printing paper and Stationery as well as materials and type and also by the extra entertainment of more piece work establishment. Although there has been a gradual increase in the outturn of work in the Government Press during the last 6 years as the result of expansion of business in several departments, Government consider that it may be possible to devise measures to steady the cost under Printing and Stationery and to effect economies in the matter of issue of paper and printing materials by regulating flow of work in to the Press.

Government are accordingly pleased to direct that a Committee consisting of the following gentlemen be constituted to go into the whole question and submit a report to Government within a period of three months. --

1. Mr. B. Srinivasa Iyengar, B.A., B.L.,
   Inspector of Office Systems, -- C h a i r m a n.
2. " B.Puttaiya, B.A.,
   Superintendent, Government Printing.
3. " A.V. Ramanathan, B.A.,
   Deputy Commissioner, Kolar.
4. " C. Hayavadana Rao, B.A., B.L.,
   Editor, Mysore Economic Journal.

Sh Mr. D.C. Subbarayappa, B.A., B.L., Assistant Secretary to Government Secretary to the Committee.

W.C. 55

(Sd) R Rangachar

General Secretary to Government.

f the Committee.